



Child Development Program

Student Handbook

This handbook is also available online at the VVC
Child Development Program Website:
[http://www.vvc.edu/academic/child development/](http://www.vvc.edu/academic/child%20development/)

"Go forth boldly in the direction of your dreams -

Live the life you have imagined"

-Henry David Thoreau

The ***Victor Valley College Child Development Program*** provides the necessary courses to prepare students to enter the field of early childhood education. These courses not only give students fundamental skills for working with children in a variety of settings, they also help students in developing a strong theoretical understanding of children's development.

The field of early childhood education offers a variety of career opportunities. These opportunities include: Child Development Center Administrator, Child Development Center Teacher, Child Life Specialist, Early Childhood Education Specialist, Elementary School Teacher, Family Day Care Provider, Juvenile Worker, Nanny, Social Worker and Tutor. While many of these careers require advanced degrees, the Victor Valley Child Development Program is an excellent starting point for students to meet a variety of career goals.

Whether you are just beginning your educational journey or are close to meeting your goals, keep this handbook where you can refer to it often. This handbook provides valuable information for new and more experienced students alike.

Child Development Program Website:

http://www.vvc.edu/academic/child_development/

Victor Valley College 2008-2010 Catalog:

<http://vvc.edu/schedule/catalog.htm>

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Faculty Contact Information

The VVC Child Development Program has three full-time faculty:



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Office hours for full-time faculty are posted outside each faculty members' office. Office hours do vary from semester to semester. All faculty offices are located in the Child Development Center (VVC Campus, Building 12).

Associate Faculty

The Child Development Program has several associate faculty members. Associate faculty play an important role in meeting the educational needs of VVC Child Development students. While associate faculty typically do not have on campus offices, they are available to address student questions and concerns. Associate faculty having a VVC phone extension can be reached by contacting the college switchboard at: 760-245-4271 or the Child Development Program at ext. 2771. Faculty emails are typically: their last name followed by the initial of their first name @vvc.edu (for instance John Smith would be: smithj@vvc.edu). Faculty contact information is also available on their course syllabi.

Frequently Asked Questions

Deciding “What” to Take

Q: Are there any classes I should take “before” taking my Child Development courses?

A: It is *highly recommended* that students successfully *complete English 50 or be eligible for English 101* before enrolling in any of the “core” child development courses (CHDV 100, 106, 110, 142, 150, 160, 200 and 210).

The majority of the core Child Development courses expect students to have the necessary writing skills to enable them to write literature reviews, “compare and contrast” types of essays, “persuasive” essays and essay exams. Students are frequently required to provide detailed, written descriptions and analyses of out of class observations. Students must also understand what is meant by “plagiarism” and have basic knowledge of citing sources and completing a reference page. Students who plan on being successful in the teaching profession or who want to transfer to a university must master these writing skills.

Students, who choose to take their Child Development courses without first completing the recommended English courses, typically have a more difficult time completing the classes successfully.

Q: What Child Development classes should I take and in what order?

A: It is **highly** recommended that you take the 8 core courses first, in this order:

Semester 1: CHDV 100 and CHDV 110

Semester 2: CHDV 106 and CHDV 142

Semester 3: CHDV 150 and CHDV 160

Semester 4: CHDV 200 and CHDV 210

Important: It is highly recommended that students *do not* take CHDV 106 and CHDV 100 at the same time. Both of these courses require that students become familiar with and apply numerous theories and concepts. It is very likely that students, who take both classes at the same time, will find the workload to be quite difficult.

Deciding “How Many” Child Development Classes to Take

Q: I am just starting my child development coursework. How many child development classes should I take each semester?

A: It is important that students realize that most child development courses require that students do a significant amount of reading, writing, and observations. Students are expected to devote at least 6 hours to course work per week. This is *in addition* to the 3 hours/week spent in class.

Thus, it is recommended that students **take only two “core” child development courses** at one time (CHDV 100, 110, 106, 142, 150, 160, 200 and 210). If a student desires to take more than two courses, only two should be “core” child development courses, and the remainder may be either child development “electives” or “general education” courses.

Q: How many classes should I take during summer/winter sessions?

A: It is important to remember that summer and winter sessions are extremely fast paced. You earn the same amount of units as in a regular 16 week semester; thus, you are expected to do the same amount of work (up to three chapters a week, numerous papers, observations, etc.). All of this is done in a 6-8 week period. Students should realistically examine their personal and work schedules before enrolling in more than one summer/winter course.

Course Numbers

Q: I see that one of the core classes is CHDV 110 Principles and Practices. I already took this class when it was called Intro to Early Childhood Education. Do I have to take it again for the certificate and degree?

A: Yes, you will need to retake CHDV 110 Principles and Practices. In order to retake this course you will need to speak with Admissions and Records. They will explain the Petition for Course Repetition process.

Q: I am using the catalog requirements for my degree and certificates prior to Fall 2008. How do I fulfill the requirement for CHDV 127A if it is no longer offered?

A: You will need to take CHDV 110 Principles and Practices. This course will be substituted for CHDV 127A. If you previously took CHDV 110 Intro to Early Childhood Education, you will need to retake CHDV 110 Principles and Practices. In order to retake this course you will need to speak with Admissions and Records. They will explain the Petition for Course Repetition process.

Q: I am new to VVC and will be transferring in units from another college(s). How do I know what will transfer in so I don't unnecessarily retake classes that I have previously taken or overlook taking classes that I need?

A: If you are transferring in units from other colleges, it is important to meet with a counselor to verify their transferability and check that they are from Accredited Institutions. To help determine the transferability of classes, students should bring with them copies of transcripts and syllabi from the classes they have taken.

Tips for Success ...

Textbooks

Q: I can't afford the textbook for my class. What should I do?

A: The VVC Library often has extra copies of the textbooks "on reserve". Remember: these textbooks are available for use "in the library only". They may not be checked out.

Many students have access to less costly, **older versions** of required texts. Before purchasing an older version of a textbook it is highly recommended that students contact the instructor to see if it is an acceptable choice.

Do NOT assume that you can pass a class without a text book!

Attendance

Q: What happens if I miss the first day of class?

A: If you do not attend the first class, you **MAY** be dropped by the instructor. This is up to the instructor's discretion. With classes filling up rapidly, and many students wishing to add, it is recommended that students are in attendance on day one. If circumstances prevent a student from attending on the first day, students should contact the instructor ahead of time to discuss the situation. Instructors do have the option of dropping students who do not attend.

Q: How many class sessions can I miss?

A: Students are expected to attend their classes regularly. Many of the courses in the Child Development Program use instructional strategies that involve group discussions and in-class activities. Students, who frequently miss class, not only miss out on these learning opportunities, but limit the learning potential for other group members. "The class instructor has the right to terminate a student's enrollment when a student is absent for more than one hour for each unit of class credit" (VVC Course Catalog 2008-2010). Needless to say, students should make every effort to attend all class sessions.

Q: What if I have to drop a class?

A: It is the student's responsibility to withdraw from the class in a timely manner. Do not just quit showing up! Don't just disappear. Non-attendance does not drop a student from a class or classes. A drop form must be completed and processed by the Admissions and Records office for a drop or withdrawal to be official. RamTalk/Web can also be used for drops at certain times during the registration cycle. Drop forms are available in the Student Services Building.

There are **IMPORTANT DEADLINES** for dropping a course. Students should review and pay close attention to these deadlines if they foresee a need to drop a course.

Finally, if you feel you must drop a course, it is always a good idea to speak with the instructor prior to doing so. Sometimes, students become overwhelmed and just need some advice on how to succeed in the class. If after speaking with your instructor, you still decide to drop, be sure to follow all the procedures for doing so. *You*, not the instructor, must complete the drop process.

Repeating a Course

Q: I received a D in a course (or an F), but I need to have a C for the class to qualify for my certificate and permit. Can I retake the class?

A: A course may be repeated when the grade earned was substandard (D, F, or NC) or the grade earned was a "W". Upon completion of a repeated course in which a substandard grade was earned, the most recent grade will be computed in the cumulative grade point average. A student can repeat a course only one time to alleviate a substandard grade. A student must petition to repeat a course a second time. Contact admissions and records at ext. 2267 for additional information.

Getting Paperwork Signed by Your Instructor

Q: If I have to have my instructor sign paperwork (like progress reports for financial aid), when should this be done?

A: Some instructors prefer that you come to their office during office hours. Others will sign them after class time. It is recommended that you ask your instructor on the first day of class when is an appropriate time to take care of these matters. Typically before class, is not the best time as instructors are busy preparing for the days activities. *Do Not Interrupt Class Time to Have Your Paper Work Signed.*

Using Blackboard

Q: I am not taking any online classes, but my instructor uses the Blackboard for my grades and course information. What do I need to know about Blackboard?

A: Many students think that Blackboard is only for online classes; however, more and more instructors are making use of this important classroom tool. Blackboard can give students easy access to grades, assignment handouts, power points, and important announcements. Following are some important “Blackboard Skills” that students should have:

Very Important – Do This the First Time You Sign Into Blackboard:

It is very important that your email address is correct on Blackboard. You should double check this, every time you have a new class. To do this, sign into Blackboard for your course. Click on the “Tools” tab on the left side of the course home page. Then scroll down and click on “Personal Information”. You may then click on “Edit Personal Information”. Verify that all your information is correct and click on “submit”.

STUDENTS must verify that their information is correct. **INSTRUCTORS** do not have the ability to change students’ information. Do not send your instructor an email asking them to use a specific email address. The email that is on file with blackboard is the one that will be used. If it is not correct, you will miss out on important class announcements.

Emailing your instructor or classmates from the Blackboard Site:

To email your instructor or other classmates from the Blackboard site, you must sign into that course. Then from the course home page click on the “communication tab” on the left. Then scroll all the way down and click on “send email”. You, then select who you would like to email.

Checking your grades:

Checking your grades on Blackboard is easy. Click on the “Tools” tab on the left side of the course home page. Then scroll down and click on “My Grades”.

Preparing for Future Classes

Q: I was told that I should be saving samples of my work to include in my Portfolio (that is required in CHDV 210). What should I be saving?

A: Yes, you should be saving samples of your work. Instructors will let you know in each course which assignments you should save. You may also save anything that you are especially proud of. It is a good idea to not only save the original assignment with your grade and

instructor comments, but also a revised copy. This demonstrates your commitment to learning and producing quality work. You should save “hard copies (printed versions)” of your assignments as well as digital copies on a flash drive.

Doing Observations

Q: Many of my child development classes require me to observe in a preschool program. Where can I observe?

A: The primary purpose of the VVC Child Development Center is to provide a “lab” for Child Development Program students. The Child Development Center is open Monday thru Friday, from 8:00 a.m. to 11:00 a.m. and 12:00 p.m. to 3:00 p.m. Students wishing to do their observations at the VVC Child Development Center should review the following guidelines:

When doing observations it is important that students remember to:

- Be prepared to provide the center with a copy of the assignment guidelines, their student ID and course schedule
- Staff will make copies of your student information, request that you sign in and provide you with a badge and earphones to use doing your observation.
- Be very familiar with your assignment - Know what you are there for and what you are looking for.
- Remember – no distractions. Turn off your cell phone; don’t bring a friend or children with you.
- Be respectful of the policies of the center.
- After your observation, return to the front desk to return your badge, earphones and sign out.

Students are also encouraged to do their observations at one of the 14 “Mentor Sites” found in the community. These sites provide opportunities for students to become familiar with quality childcare settings and meet local child development professionals. Information on these mentor sites can be found at: http://www.vvc.edu/academic/child_development/mentors.shtml.

Students entering the child development profession are required to complete a “practicum”, often in one of these Mentor Sites. As students complete their early childhood coursework and do their various observation assignments, it is possible for them to visit several of these sites. Visiting a variety of Mentor Sites gives students the opportunity to identify those centers in which they would like to later do their practicum.

Avoiding Plagiarism

Q: What is considered plagiarism and how can I avoid it?

A: Plagiarism is basically using someone else’s work without giving them credit...

Suppose you spent a great deal of time writing a paper. You leave this paper on your desk and your room mate decides to “borrow it” for another class, erasing your name and using their own. How would you feel?

Many would consider this a form of “stealing”. Any time you have to look something up. Anytime the information does not come directly from your own head, you need to cite where you got the information. Depending on your educational program, there are different ways of doing this. In the field of Early Childhood Education, the required format is typically “APA” from the American Psychological Association.

Students can find valuable tips on when and how to cite sources in APA format by visiting the VVC Writing Center. Students can visit the Writing Center in person, by phoning them at: 760-245-4271 ext. 2607 and by visiting their website at: www.vvc.edu/writingcenter/index.htm.

Student Honors

Q: How do I get on the Honor Roll?

A: The President's List, the Dean's List, and the Honor Roll are marks of superior academic achievement. To qualify for these prestigious honors, students must complete at least 12 units of credit classes and achieve outstanding grades as follows:

- To qualify for the **President's List**, a student must achieve a grade point average of 4.0 or an "A" grade in all classes.
- To qualify for the **Dean's List**, a student must achieve a grade point average of 3.50 – 3.99.
- To qualify for the **Honor Roll**, a student must achieve a grade point average of 3.0 – 3.49.

Learning Online

Q: I am thinking about taking my first online class. What should I know about these classes?

A: Online classes are not necessarily "hard", but they are different and do require some specific skills. Ask yourself if you have the following skills/traits before enrolling in an online classroom:

- Have I successfully completed English 50 and/or am eligible for English 101? There is a lot more writing in an online classroom. Basic writing skills are important. This will be the primary way of expressing yourself to the instructor and your fellow learners. It is also the main way of *assessing* – showing the instructor what you have learned.
- Do I have access to a dependable computer and internet service? Not having a reliable way to access the internet classroom several times a week, would be like trying to travel to the campus for a course that meets twice a week – with no car or public transportation.
- Do I have the desire and discipline to be a "self-directed" learner? With online learning, it becomes easier to fall into the "out of sight, out of mind" trap; ignoring the need to check into the classroom regularly and stay up on one's studies. Online students must be able to plan their study schedule and stick with it.
- Do I have the "initiative" to be a successful online learner? All students, especially online students, must be willing to seek out answers to their questions and "do what needs to be done" to succeed. In an on campus class, your instructor has the benefit of seeing students' faces and can more easily identify those students who are confused or appear to have questions. In the online classroom, the student must take it upon themselves to ask if they need help.
- Finally, many students find the convenience of online learning to be a big plus; however, students must also ask themselves if they are ready to participate in a "*different*" type of student-instructor and student-student interaction. Opportunities to participate in classroom discussions are available in the online

classroom and they are a significant part of students' grades. Still, some students find that they miss the face-face-contact found in a traditional classroom setting.

Q: What if I am taking an online class and have technical problems?

A: It is very important that technical problems be fixed right away. Students should not hesitate to contact Online Support for assistance. Do not ask your instructor for technical assistance. This is not their area of expertise – leave it to the experts. Once again ... **DO NOT PROCRASTINATE** or spend large amounts of time waiting for the problem to fix itself. Contact online support ASAP so you do not fall behind. Online support can be reached at: 760-245-4271 X@2740 or onlinehelp@vvc.edu. Note: many students have more success contacting online support by phone (especially in the morning).

Permits and Certificates

Q: What is the difference between a “Child Development Permit” and a “Child Development Certificate”?

A: This handbook devotes an entire section on permits and certificates. *It is important that students review the permit/certificate section very carefully.* In brief, a **Child Development Certificate is awarded by Victor Valley College** and honors students' academic achievements. These certificates demonstrate a students' commitment to becoming a quality professional in the field and should be placed in the students portfolio along with other important items.

The *Child Development “Permit” is awarded by the State of California Office of Credentialing.* This permit has the same requirements for coursework as the Victor Valley College Certificate; however, it **also requires** that students verify early childhood work experience. **The Child Development “Permit” is required to work in state and federally funded child development programs. The permit matrix can be found at:** http://www.childdevelopment.org/cs/cdtc/print/htdocs/services_permit.htm.

Q: Do I have to send money with my permit application?

A: No. The Child Development Training Consortium (CDTC) pays all the processing fees.

Q: How often will the CDTC pay for a Child Development Permit for the same individual?

A: Applications may be submitted at anytime, however they are processed on a first-come, first serve basis. Funding is limited. Applicants may be served twice each program year (August-July).

Q: Can I use the Live Scan fingerprinting that I had done for my job to apply for the permit?

A: No. The first time that you apply to the California Commission on Teacher Credentialing you must submit a Live Scan fingerprinting that is done *specifically for the California Commission on Teacher Credentialing.*

Q: Where can I have a Live Scan done for my permit?

A: To schedule an appointment, contact the Campus Police Department at: 760-245-4271 ext.2528. Cost is \$66.00 (cash, cashier's check or money order only). The Campus Police Department is located in the Student Activity Center. Save all your paperwork so you can submit it with your permit application.

Q: Do I need to re-do the fingerprints when I'm upgrading or renewing a permit?

A: No. You only need to submit fingerprints the first time you apply for a permit or credential through the California Commission on Teacher Credentialing (CCTC).

Q: How do I obtain form 41-4?

A: Go to the Commission on Teacher Credentialing (CTC) website at:
<http://www.ctc.ca.gov/credentials/leaflets/414.pdf>

Fill out the online form, print, and add it to your application packet. Instructions for completing this form can be found at:

<http://www.ctc.ca.gov/credentials/leaflets/414-instructions.pdf>

Q: Can I submit form 41-4 online?

A: No. You may enter the information online, but you must print the form, add your signature and submit with all of the other documents to the CDTC office.

Q: Do I have to include my email address on form 41-4?

A: Yes. Effective September 1, 2008, the CTC will only provide credentials, certificates, and permits through an online view and print process. Forty-eight hours prior to the posting of your permit document on the CTC website you will receive an email notification. This will be the only notification you will receive.

Q: If I answer yes to any of the questions in Section 3, "Professional Fitness Questions", what do I need to submit?

A: You must submit form 41-ECC, "Criminal Conviction or Pending Criminal Charge". This form is available on the CTC website.

Q: Do I send a photocopy or the original permit when I am upgrading?

A: If you are under the old regulations (before 2/1/97), then you send a photocopy of your permit. If you are under the new matrix (after 2/1/97) and you are upgrading in three (3) years or less, then you send the original permit document. If you are upgrading after three years send a photocopy of your permit.

Q: If my Regular Children's Center Instructional permit has expired, can I apply for a permit?

A: Yes, you will need to apply for a Child Development Permit and resubmit all transcripts and verification of current experience.

Q: Can I be working on my units when I apply?

A: No. All course work must be completed and posted on transcripts before the CCTC will accept the units.

Q: How long will it take for me to receive my permit after I apply?

A: After you receive the letter from the Child Development Training Consortium office, please allow up to three months for processing time at the CCTC. Effective September 1, 2008, the Commission on Teacher Credentialing (Commission) will only provide credentials, certificates, and permits through an online view and print process. The Commission will no longer print and mail these documents. Forty-eight hours prior to the posting of your permit document on the CTC website you will receive an email notification. After the third month, if you have not received your permit, you may call the Commission toll free at 1-888-921-2682 between the hours of 1:00 pm-4:45 pm or email credentials@ctc.ca.gov.

Q: Are there any other related fields for Alternative Qualification or Option 2 for a teacher?

A: No. Under Alternative Qualification or Option 2, the AA must be in Child Development or Human Development. There is no other related field.

Q: What is "three units in supervised field experience"?

A: Some examples would be practicum, child development lab, or an internship classes.

Q: Does volunteer time count towards work experience?

A: Yes. The time counts as long as you volunteer in a licensed early childhood program for a minimum of three (3) hours at a time.

Q: How do I know if my general education units count toward a permit?

A: You must have units from English, Humanities, Social Sciences, and Math or Science. The courses must be degree-applicable. See page 56 of the 2008-2010 VVC Catalog for a detailed listing of applicable courses.

Q: I know that I need 50 days of experience to obtain my Associate Teacher permit. Where can I get this experience?

A: Remember, you do not need to complete work experience if you are applying for the VVC Certificate. Only those students wishing to apply for the "State Permit" must complete the work experience requirement.

Students can gain their work experience by completing CHDV 210 Practicum or by volunteering/working in a licensed early childhood program. Note: those students working in the field can also receive elective credit at the same time they are earning their work experience hours. To do so, students must sign up for CHDV 138 (work experience).

Important: In order for observation time to count towards their 50 days of experience, students would need to observe in 3 hour blocks and have this time documented and signed by the teacher.

****If possible, it is recommended that students try to complete all of their observations for CHDV 160 in one of the mentor sites.** Volunteering at a Mentor site prior to the semester of student teaching is a good way to earn experience and be more successful in 210. If the student also chooses to use this site for their practicum, CHDV 210, then they have already begun to develop a relationship with the center staff and have the opportunity to become familiar with the workings of the center and its classrooms. For more information on the mentor sites, please visit: http://www.vvc.edu/academic/child_development/mentors.shtml.

The Child Development Degree

Q: I want to earn my A.S. in Child Development. What courses do I have to take?

A: Recipients of the Associate in Science Degree in Child Development must have completed 60 units of college work, with a grade point average of “C” or better. These 60 units must include specific courses from four specific categories: General Education, Child Development Courses, Electives and a Physical Education Course. For more information on the A.S. in Child Development, see page 25 of this handbook. Students should also make an appointment with a counselor. Counselors can be reached at: 760-245-4271 ext. 2296.

Q: Do I have to fill out any paperwork for graduation?

A: Yes, there is a formal application process to apply for graduation. There are also strict deadlines. For more information, students should contact admissions and records the semester prior to their expected graduation date.

Transferring to a Four Year University

Q: My long-term goal is to transfer to a four year university. How do I know what courses I should take?

A: Students can generally complete the first two years’ worth of a four-year bachelor’s degree at a community college, like VVC, while simultaneously earning an A.S. Degree.

If you are planning to transfer to a university after earning your A.S. Degree, you should decide where you want to transfer, identify their required courses, and include these courses in your A.S. Degree program.

It is *very important that you consult with a counselor*, in the VVC’s Transfer Center and, of course, with the transfer institution itself. For more specific information about transferring visit: www.assist.org. The VVC Transfer Center can be reached at: 760-245-4271 ext. 2447 or 2531.

Working in the Field

Q: I would like to open my own family child care business, is there a class that will help me?

A: Yes, we offer a class entitled: CHDV 115, Family Day Care Provider. This course addresses the many factors involved in providing quality child care in one's home.

Q: I plan on becoming an elementary teacher, should I major in child development or liberal studies?

A: It is recommended that students who are planning on teaching K-3 consider earning an AS in Child Development. Earning a degree in early childhood provides students with another career option should the job market in K-12 education decline. It also provides students a means of earning an income and getting valuable classroom experience as they complete their K-3 degree.

Q: I want to work with Infants and Toddlers, do I need to take a special class to do this?

A: Yes, you must take CHDV 111 Infant and Toddler Caregiving

Q: How does teaching in a private program differ from a publicly-funded program?

A: Individuals who wish to teach in a publicly funded program (like state preschool, head start) must have their State Teaching Permits. These permits are issued by the State of California Office of Teacher Credentialing. The pay for *private* programs ranges from minimum wage to \$10/hour. Pay for *publicly funded* programs ranges from \$13 to \$25/hour with benefits. Jobs in the private sector are typically advertised in the newspaper; whereas, public sector jobs are more likely to be advertised on the program's or school district websites, the Office of Preschool Services and EDJOIN.

Victor Valley College: Student Services/Resources

The Child Development Center

The Child Development Center (CDC) is located in building 12 on the upper campus, next to Excelsior Education Center. The primary goal for the CDC is to provide a lab for the Child Development Program students to receive professional training that is required for certification and to observe children in a quality program to further their understanding of child growth and development.

The CDC is funded by the California Department of Education, Child Development Division as a State Preschool so that it can provide free care to eligible families. Eligibility is determined by income level and family size.

The CDC is a high quality, state licensed facility with credentialed staff who strives to provide a positive nurturing, active learning environment for children.
Please call the CDC office at 760-245-4271 ext. 2618 for further information.

The Child Development Center Work Room/Resource Room

The Child Development Center Work Room is available to students of the child development Program. Students must sign in and out at the front desk of the CDC when using the work room. All supplies and equipment are to be used for course related projects only. Some materials may be checked out after completing the required paperwork (see the front desk). Computers do not print. Students must provide their own flash drive or other storage device as information can not be saved to the computer hard drives. Students found to be using the computers for inappropriate, non course related activities will be asked to leave. Students are responsible for cleaning up after themselves. Students **may not** bring children into the work/resource room. **No food** is allowed in the work/resource room. *Students who are not following the work room rules will be asked to leave.*

The Career Center/Transfer Center

Students interested in obtaining career information or transfer options should visit this unique multifaceted center.

The Career/Transfer Center is located in the Counseling/Administration Building. The Center is open Monday through Thursdays, 8:30 a.m. to 7:00 p.m. and Fridays, 8:30 a.m. to 3:00 p.m. For further information, call 760-245-4271 ext. 2447.

Computers on Campus

Students have access to the VVC Technology Center (Building 21). The Technology Center is located on the southwest corner of the lake between the Art and Music buildings and provides more than 700 computer stations. Students are encouraged to bring a flash drive for storing work and transferring it between whatever computers they may be using.

The Counseling Center

Counseling services are available to all students. Students are invited to visit the counselor center for confidential help in strengthening academic performance, selecting an educational major, developing educational and career plans, solving situational problems and improving self understanding.

The Counseling center is located in Building 55 on the south end of the lake. This building also includes the offices of the Career and Transfer Centers. For further information, contact the counseling center at: 760-245-4271 ext. 2296.

Disabled Students Programs and Services (DSPS)

Disabled Students Programs and Services provide individualized accommodations and services to students with various disabilities who are determined eligible for the program. Students with disabilities which will impact their academic experience at Victor Valley College and who want to receive services must apply at the DSPS office. Students will be asked to provide appropriate documentation to verify their disability. The DSPS is located in Student Services Building II, Bldg. #50. For more information, call: 760-245-4271 ext. 2212.

Extended Opportunity Program and Services (EOPS)

Extended Opportunity Program and Services (EOPS) (a state-funded program) provides book service, priority registration, tutoring, career counseling, student assisting, and other support services to disadvantaged Victor Valley college students.

To be eligible for EOPS, a student must be a resident of California and be enrolled in at least 12 units of classes for Fall and Spring and 4 units for Summer and Winter, but not have received an associate's degree (AA/AS) or completed more than 70 degree applicable units from any college. For more information contact the EOPS office. EOPS is located in Building 2. For more information, call: 760-245-4271 ext. 2291.

Financial Aid

The Financial Aid Office assists students who are seeking financial help to pay for the costs of attending VVC. Money may be provided to cover the cost of tuition and/or enrollment fees, books transportation, and partial living expenses. Students may be working and still qualify to receive financial aid. Students may begin the application process anytime after January 1 for the upcoming year. For more information, contact the Financial Aid Office at 760-245-4271 ext. 2277.

Language Lab

The Language Lab has programs that focus on developing reading, writing and audio-oral communication skills in French, German and Spanish. For additional information on their services, call: 760-245-4271 ext. 2655.

Library Services

Located at the north side of the lake (Building 41), the library offers a diverse collection that includes books, periodicals, electronic databases, pamphlets, microfilm, audio and video cassettes, CD's and DVD's. In addition to circulating books, the library has collections of reference, local history and instructor-reserved materials available for use within the library. Photocopiers, typewriters, video players for instructional tapes and microfiche/film reader printers are also available. Group study rooms may be reserved at the circulation desk.

Library holdings may be found by searching the online catalog available from the Internet at: <http://www.vvc.edu/library>. There are 34 computers in the library available for assessing the Internet, online catalog, and subscription databases. An ADA workstation equipped with adaptive technology software is available for students.

Professional librarians are available at the reference desk during all library hours, providing a variety of information services to help students become more confident and self-sufficient in using the library.

Students must present either a current student I.D. or a registration printout or current ASB card to verify enrollment status each semester prior to checking out materials.

To apply for a password for off-campus access:

Go to www.vvc.edu and click on the “library” link on the left.

Click on: “off campus users” in the tan box on the bottom left.

Scroll down to “finding full text articles”. Click on “password” (it is towards the end of the first paragraph).

Fill in the password request form and submit it.

Your username and password will be emailed to you within 2 or 3 days. Watch for this email carefully. Many students don’t recognize that it is from the library and accidentally delete it.

Library hours during the fall and spring semesters are:

Monday-Thursday, 8:00 am – 9:00 pm

Friday, 8:00 am – 4:00 pm

Saturday, 10:00 am – 3:00 pm

Winter and summer hours may vary.

For more information, call: 760-245-4271 ext. 2262

Parking

The parking spaces in the Child Development Center (CDC) parking lot are reserved for faculty, CDC staff, and parents dropping off/picking up their children. Child development students must park in the adjacent dirt lot. This policy assures that there is ample parking for parents to pick up their children on time in accordance with CDC policy.

All vehicles parking on the campus must display a valid parking permit. Permits must be displayed Monday thru Saturday. Semester permits are available from the Bursar. The parking fee is \$40 per vehicle, per semester for fall and spring semesters. The parking fee for Financial Aid students is \$20 per vehicle, per semester. The parking fee for Summer/Winter is \$20 per vehicle.

Student Employment Office

The Student Employment Office at Victor Valley College offers employment resources, job referrals, and job placement services to students. The mission of the Student Employment Office is to assist VVC students with the opportunity to gain work experience and marketable skills in their field of study. For more information contact the Student Employment Office (located in Building 52) 760-245-4271 ext.2277.

The Writing Center

Located in the Humanities Center (80-5), the Writing Center instructional assistants and student tutors are trained to work with students in a variety of writing tasks, including generating ideas, focusing on topics, adding support, organizing ideas, revising essays, researching ideas, documenting research, as well as recognizing grammar, punctuation, and spelling errors. Software programs, word processing, and reference texts are available to help students. Tutors can also instruct in computer operations. Students from all disciplines are welcome.

Remember: *It is highly recommended that students enrolling in any of the “core” child development course have completed English 50 and/or are eligible for English 101. The Writing Center has numerous resources to help you brush up on your writing skills.*

For more information on services and hours of operation, call 760-245-4271 ext. 2607.

For those students not regularly on campus, visit the writing center website at:
www.vvc.edu/writingcenter/index.htm
Online tutoring is available.

VVC Child Development Certificate Programs

The Child Development Program offers three types of “**Certificate of Achievement**”. These certificates acknowledge a student’s commitment towards obtaining the knowledge and experience necessary for success in the field of early childhood.

Note: While these *Victor Valley College Certificates* do not require students to have documentation of experience, those students wishing to obtain **State Permits issued by the California Office of Credentialing**, must show evidence of meeting the **experience requirements**.

Remember:

- The Child Development Certificates and Child Development Permits are not the same thing.
- They often have similar educational requirements
- However, the **State Permit** has the **extra requirement** of “**verification of experience**”.

State Permit Applications can be obtained from the VVC Child Development Office or through the *Child Development Training Consortium website* at:

www.childdevelopment.org

(Click on “services” at the top of the page and then “permits” on the left.) – More information on the permit process is available on pages 11, 21 and 28 of this handbook.

Comparing the Victor Valley College Child Development “Certificates” and the State of California Child Development “Permits”

| | VVC Certificates of Achievement in Child Development | State of California Child Development “Permits” |
|--|--|---|
| What is it? | Proof of a student’s commitment towards obtaining the knowledge necessary for success in the field of early childhood. | A credential issued by the state of California that qualifies a student for work in a state or federally funded program. |
| Who awards it? | Victor Valley College | State of California Office of Credentialing |
| Why should I have it? | <ul style="list-style-type: none"> - Prospective employers find it impressive - Enhances your portfolio - Pride in one’s accomplishments | It is required to work in state and federally funded programs |
| How do I get it? | Complete the required coursework and apply for certificate through admissions and records | <ul style="list-style-type: none"> - Complete the coursework for the certificate <i>PLUS</i> complete your work experience -Set up an advising appointment with the Child Development Program Permit Advisor: DeeDee Cole colem@vvc.edu 760-245-4271 ext. 2776 |
| Where can I get more information? | <ul style="list-style-type: none"> - Review the certificate sections in the following pages of this handbook - Set up an advising appointment with a Child Development faculty member or the counseling center | <ul style="list-style-type: none"> - Review the permit sections in the following pages of this handbook - www.childdevelopment.org |

Level I: Associate Teacher Certificate (Preschool)
22.0 Units

Educational Requirements: *All of the following courses must be completed with a “C” or better:*

| | Units |
|--|--------------|
| ENGL 50 Writing Fundamentals | 4.0 |
| OR | |
| ENGL 101 English Composition | 4.0 |
| CHDV 100 Child Growth and Development | 3.0 |
| CHDV 106 Child, Family and Community | 3.0 |
| CHDV 110 Principles and Practices | 3.0 |
| CHDV 142 Health, Safety and Nutrition | 3.0 |
| CHDV 150 Introduction to Curriculum | 3.0 |
| CHDV 160 Observation and Assessment | 3.0 |

****Remember:** those students wishing to obtain their **Associate Teacher Permit** in addition to the certificate ***must also show evidence of experience.***

****Remember:** the permit is required for employment in state and federally funded early childhood programs. **Be sure to review the differences between the “certificate” and the “permit” on the previous page.**

****The “Certificate” does not have the experience requirements, the “permit” does.**

***Experience Requirement for
Child Development Associate Teacher Permit:***

Students must complete 50 days of experience (3 or more hours per day) within the last two years. In order to obtain this experience, students may do Option A or Option B:

Option A (For students already working in the field)

A “Verification of Experience Form” must be completed and submitted with the Permit Application.

Option B (For students with no work experience in the field): Complete CHDV 210 Practicum Course

Level II: Teacher (Preschool)
Certificate of Achievement
45.0 Units

Educational Requirements:

All of the following courses must be completed with a “C” or better:

| | Units |
|--|--------------|
| <u>Child Development Units:</u> | |
| ENGL 50 Writing Fundamentals | 4.0 |
| OR | |
| ENGL 101 English Composition | 4.0 |
| CHDV 100 Child Growth and Development | 3.0 |
| CHDV 106 Child, Family and Community | 3.0 |
| CHDV 110 Principles and Practices | 3.0 |
| CHDV 142 Health, Safety and Nutrition | 3.0 |
| CHDV 150 Introduction to Curriculum | 3.0 |
| CHDV 160 Observation and Assessment | 3.0 |
| | |
| CHDV 200 Teaching in a Diverse Society | 3.0 |
| CHDV 210 Practicum | 3.0 |

General Education Units: 18 Degree Applicable General Education Units – one in each of the following categories:

- English (in addition to Eng 50)
- Humanities
- Social Science (Cannot be CHDV 106 or 100)
- Math or Science

****Remember:** those students wishing to obtain their **Teacher Permit** in addition to the certificate ***must also show evidence of experience.***

****Remember:** the permit is required for employment in state and federally funded early childhood programs. **Be sure to review the differences between the “certificate” and the “permit” (see chart on page 21 of this handbook).**

****The “Certificate” does not have the experience requirements, the “permit” does.**

****The Teacher Permit has an experience requirement which can be fulfilled by Option A or B below:**

Option A (For students already working in the field): Evidence of working in an early childhood program for 175 days (3+ hours per day) within the past 4 years.

Option B (For students with no work experience in the field):
All of the coursework for the Associate Teacher “**Certificate**” plus **completion of all other requirements for the A.S. Degree in Child Development** (See a counselor to identify specific courses which will facilitate transfer to a university).

Level III: Site Supervisor (Preschool)
Certificate of Achievement
60.0 Units

This certificate satisfies all the “educational” requirements for the State of California Site Supervisor Permit. This certificate does not satisfy the work experience requirements for the State of California Site Supervisor Permit.

****Remember:** the permit is required for employment in state and federally funded early childhood programs. **Be sure to review the differences between the “certificate” and the “permit” (see chart on page 21 of this handbook).**

****The “Certificate” does not have the experience requirements, the “permit” does.**

Certificate Requirements Include:

ALL of the courses required for the Associate of Science Degree in Child Development including:

Child Development Courses: 100, 106, 110, 142, 150, 160, 200, 210

18 General Education Units as required for the AS Degree (CHDV 100 and 106 cannot be used to satisfy Social and Behavioral Science requirement).

Child Development Courses: 220, 239, 240

*** All coursework must be completed with a grade of “C” or better.*

Please Note: Prior to applying for the Site Supervisor Permit, students must complete a Verification of Experience form, documenting 350 days of work in an early childhood program (3+ hours per day) within the last 4 years. This experience must include at least 100 days of supervising adults.

Associate of Science (AS) Degree in Child Development

Recipients of the Associate in Science Degree in Child Development must have completed 60 units of college work, with a grade point average of “C” or better.

If you are planning to transfer to a university, the key idea to keep in mind when you plan your courses for your A.S. Degree in Child Development is that you want to decide where you want to transfer, identify their required courses, and include these courses in your A.S. Degree program. If you are transferring in units from other colleges, *it is important to meet with a counselor* to verify their transferability and check that they are from Accredited Institutions.

General Education Requirements for the A.S. Degree:

At least 18 general education units are required for the A.S. Degree. Your general education courses must be selected from the following categories: Natural Science; Social and Behavioral Science; Humanities; Language and Rationality; and Mathematics. Remember, if you are considering a transfer to a university, you want your general education courses to meet the VVC requirements AND the requirements of the college you wish to transfer to. Specific general education requirements for the A.S. Degree can be found on pages 55-58 of the 2008-2010 VVC Catalog.

Child Development Courses for the Major:

To complete an A.S. Degree in Child Development, complete CHDV 100, 106, 110, 142, 150, 160, 200, and 210 (25 units total)

Physical Education (PE): at least one unit in an activity or non-activity (lecture) course in Physical Education is required of all students who wish to earn the A.S. Degree. See page 58 of the 2008-2010 VVC Catalog for additional information.

Electives: The remaining units for the degree are called “electives”, because after satisfying your major and GE requirements, you may elect to take other classes based upon interests or faculty recommendations. See the following section: Transferring to a University for more information.

****Application for Graduation****

Graduation ceremonies are held once a year in June. The graduating student is responsible for filing with the Office of Admissions an application for graduation, which includes submitting all transcripts from other colleges and all other documents verifying completion of any requirements. Late applicants will be evaluated for the following graduation date.

It is very important that students contact admissions in advance for current deadlines. The following deadlines are just to give students an idea of what to expect – *contact admissions for more up to date information.*

****Typically,** the deadline for December graduation is September 1st. For June, the deadline is usually March 1st. For August graduation, the deadline is usually June 1st.

Transferring to a University

Students can generally complete the first two years' worth of a four-year bachelor's degree at a community college, like VVC, while simultaneously earning an A.S. Degree. It is important that you consult with a counselor, in the VVC's Transfer Center and, of course, with the transfer institution itself. If you have access to the World Wide Web, you can find out more specific information about transferring at www.assist.org. The VVC Transfer Center can be reached at: 760-245-4271 ext. 2447.

**California State University, San Bernardino
Human Development Major
Child Development Track I (non-teaching emphasis):**

<http://www.csusb.edu/liberal/>
BIOL 101; CHDV 110, 111, 150 and 160; PSYCH 101,110; SOC 101
Optional: Add Math 120, CHDV 210
CSU General Education Breadth Requirements

**University of California, Riverside
Human Development Major**

<http://www.ucop.edu>
Refer to the major preparation agreements on Assist at: www.assist.org. Students can also contact a UCR transfer outreach counselor for information at (909)787-4531.

**Azusa Pacific University
Human Development Major**

Please contact Azusa Pacific directly for more information.
www.apu.edu/locations/highdesert
760-952-1765

**California Baptist University
College of Professional Studies
Liberal Studies/Psychology**

Please contact Cal Baptist directly for more information.
www.calbaptist.edu/cops
760-948-9970

**Chapman University College
Psychology/Social Science/Sociology**

Please contact Chapman University directly for more information.
<http://www1.chapman.edu/univcoll/ac/024/index.html>
760-955-7555

**University of LaVerne, Victorville
Child Development Major**

www.ulv.edu (select "quick links", then "high desert campus")
See section VII, Table 6 on page 77 of the 2008-2010 VVC Catalog.

Understanding the California Permit Matrix
(Remember to review the differences between VVC Certificates and State of California Permits on page 21 of this handbook).

The **California Permit Matrix** provides a detailed summary of the requirement for each of the six California Child Development Permits:

Child Development Assistant
Associate Teacher Permit
Teacher Permit
Master Teacher Permit
Site Supervisor
Program Director

The permit matrix is available at: www.childdevelopment.org. Click on “services” at the top of the page, “child development permits” on the left, and then “child development permit matrix” on the bottom right. You will see that for each type of permit, there are at least two “options” for how the requirements may be met.

It is very important that when reviewing the requirements in each option, you do not overlook the “experience requirements”. Permit applicants who have or are working in the field are required to document this work experience using the “Verification of Experience Form” which can be found in the application packet or downloaded from: www.childdevelopment.org

Another important part of the **permit matrix**, is the fine print at the bottom:

1. All coursework must be completed with a grade of C or better.
2. Core courses required by the State of California include:
 - CHDV 100 (formerly 146) Child Growth and Development
 - CHDV 106 Child, Family and Community
 - CHDV 110 Principles and Practices and/or
 - CHDV 150 Introduction to Curriculum
3. General Education Units must include an approved degree applicable course from each of the following four categories:
 - English/Language Arts
 - Math or Science
 - Social Sciences (cannot use CHDV 100 or 146)
 - Humanities and/or Fine Arts

For additional information on which General Education courses will meet these **permit** requirements see the 2008-2010 VVC Catalog, p. 56

For additional information/questions, contact the VVC Child Development Permit Coordinator:

DeeDee Cole, colem@vvc.edu
760-245-4271 ext. 2776

Applying for your first Child Development Permit? Upgrading an existing Child Development Permit?

Here are the steps....

1. Get the application. The applications are available in the **Child Development Center**. You may also download a copy of the application by going to:
www.childdevelopment.org

*Click on the “services” tab at the top of the page

*Click on “permits” on the left of the page

*If you are currently working in the field, click on the “First 5 Child Development Application” in the box on the right

*If you are not yet working in the field, click on the “CDD Child Development Application” in the box on the right.

Note: when you print the application, you will find that all of the pages/forms may not be applicable to you. You may choose to print only the pages you need.

2. Be sure that you have all your transcripts. The permit coordinator (DeeDee Cole) can advise you from unofficial transcripts; however, you will need official copies when you send in your application. All coursework being used to apply for the permit must show up on your transcript.

3. In your application packet, you will find an **“application process checklist”**. Follow this checklist carefully (a copy of the permit is available on the next page of this handbook).

* If you *are* upgrading a permit, you *do not* need to repeat the Live Scan fingerprinting process.

* You will be sending no money in with your application.

4. After you have finished filling out the application, the 41-4 Form, have completed your Live Scan fingerprinting (for new permits), and have copies of all your transcripts.... Contact the VVC Child Development Permit Coordinator for an appointment. When leaving a message by phone or email, be sure to leave your name (speak clearly), your phone number, and the best time to reach you.

DeeDee Cole
Child Development Permit Coordinator
colem@vvc.edu
760-245-4271 ext. 2776

**Victor Valley College
Child Development Permit
Processing Checklist**

Applicant Must Provide:

- _____ Official **Transcripts** of all college coursework/verification of degrees
We can advise you from unofficial copies of your transcripts.
- _____ **Verification of Experience Form** within the two or four year time periods.
- _____ Child Development **Permit** (for upgrades only)
If your permit is less than three years old, you must send the original. If it is more than three years old, enclose a copy of the permit.

Applicant Must Complete:

- _____ Application for **Credential Authorizing Public School Service (Form 41-1)**

To obtain form go online to:

<http://www.ctc.ca.gov/credentials/leaflets/414.pdf>

Fill out form online, print, and add to packet

Instructions for completing this form can be found at:

<http://www.ctc.ca.gov/credentials/leaflets/414-instructions.pdf>

- _____ **Livescan Form 41-LS**

Call 245-4271 ext. 2528 to set up appointment for livescan.

Cost is \$66.00 (cash, cashier's check or money order only).

The campus police department is located in the Student Activity Center.

- _____ **CDTC Permit Application** Section A (and B if currently employed).

Note: You may pick up a copy of this application in the Child Development Center. The application is also available at: **childdevelopment.org**. To view/print the applications, click on the "**services**" tab at the top, then "**Child Development Permits**" on the left. For instructions as to which permit application is the correct one for you, click on: **eligibility & application procedures**. (Typically, if you are not working in the early childhood field, you will use the **CDD Application**. If you **are working** in the early childhood field, use the **First 5 Application**).

Next Steps:

- _____ Set up a permit **processing appointment** with DeeDee Cole.
Appointments are made during office hours and by appointment.
Email Dee Dee at **colem@vvc.edu** or call **245-4271 ext. 2776** and indicate the times you are available. Provide both your phone and email address.
Dee Dee will get back with you to confirm your appointment time.

- _____ Once the application is complete and signed off, **make copies** of the entire application. & Mail to **CDTC** (address on back of application) **or** mail to:

Credentials Department

San Bernardino County Superintendent of Schools

601 North E Street, San Bernardino, CA 92410-3093

Child Development Course Descriptions

Core Courses for the State Permits are identified with **

Take These First, In This Order ... “The Eight Core Classes”

Remember: It is *HIGHLY Recommended* that students DO NOT take more than two of these “core” courses at one time. Students wishing to take more than two courses, should take two core courses plus either a child development elective course or a general education course.

****CHDV 100 Child Growth and Development - 3.0 units**

(Formerly CHDV 146) – It is strongly recommended that you do not take this at the same time you are taking CHDV 106

This course entails a study of the child from conception through adolescence. It addresses cognitive, physical, and social emotional development. Guidance for the developmental stages is included. 48-54 hours lecture. CSU, UC.

Offered fall and spring

Advisory: completion of English 50 with a grade of C or better or eligibility for English 101 is *STRONGLY ADVISED*.

****CHDV 106 Child, Family and Community – 3.0 units**

(Formerly CLDDEV 6) - – It is strongly recommended that you do not take this at the same time you are taking CHDV 100

The scientific study of societal institutions which socialize the child, such as the family, school, peer group, community and media within the context of culture, religion, economics, politics and change. Major theoretical perspectives will be examined.

48-54 hours lecture. CSU, UC. Offered fall and spring

Advisory: completion of English 50 with a grade of C or better or eligibility for English 101 is *STRONGLY ADVISED*.

****CHDV 110 Principles and Practices – 3.0 units**

This course provides an introduction to the critical principles and practices of the field of early childhood education. Emphasis is placed on introducing students to interaction strategies that build meaningful relationships, provide for guidance and discipline and support play and exploration. Students will consider developmental theory and its implications on interaction through play and relationships. The course will provide a brief overview of the field of early childhood education, and introduce students to developmentally appropriate practices of observation, assessment and curriculum planning.

48-54 hours lecture. CSU Offered in the fall and spring

Advisory: completion of English 50 with a grade of C or better or eligibility for English 101 is *STRONGLY ADVISED*.

**CHDV 142 Child Health, Safety and Nutrition – 3.0 units
(Formerly CLDDEV 42)**

This course addresses basic concepts of health, safety and nutrition which promote optimal health and positive attitudes toward wellness in the growing child at home and at school. Included will be identification and prevention of health problems; practical aspects of developing safe and healthy environments; and promoting good nutrition and food habits. 48-54 lecture hours. CSU

Offered fall, spring Advisory: completion of English 50 with a grade of C or better or eligibility for English 101 is *STRONGLY ADVISED*.

****CHDV 150 Introduction to Curriculum – 3 units**

The study and application of curriculum design principles for early childhood educational programs. Course includes planning and evaluating developmentally appropriate activities and experiences that promote physical, cognitive, creative, social and emotional growth in children. Planning a comprehensive unit of study is also included. 48-54 lecture hours. CSU Advisory: completion of English 50 with a grade of C or better or eligibility for English 101 is *STRONGLY ADVISED*.

CHDV 160 Observation and Assessment – 3 units

This course offers an in-depth study of current observation and assessment approaches to understand and articulate development in children birth through age 8. Guided by developmental theory, students will learn how observation and assessment influence the design of early childhood settings, understanding and guiding child behavior, curricular plans, communication with families, and support program quality. Student must be aware that homework for this course involves observing children in a variety of settings. *Students should plan on spending a minimum of 15 hours in an early childhood classroom observing. This is in addition to regular class time.* TB clearance advisory is required. 48-54 hour lecture CSU Advisory: completion of English 50 with a grade of C or better or eligibility for English 101 is *STRONGLY ADVISED*.

CHDV 200 Teaching in a Diverse Society – 3 units

This course is designed to help students become teachers who can explore and address diversity in ways that enhance the development of children in early childhood settings. It will address attitudes and behaviors toward others in the areas of culture, race, gender, age and abilities; the development of an anti-bias curriculum, the analysis of the classroom environment for culturally relevant and diverse materials and resources; as well as highlighting developmental issues and advocacy. 48-54 lecture hours. CSU Advisory: completion of English 50 with a grade of C or better or eligibility for English 101 is *STRONGLY ADVISED*.

**CHDV 210 Practicum – 4 units
(Formerly CHDV 127B)**

This course focuses on the integration and application of child development theory to facilitate learning among young children. Students will complete 108 lab hours of supervised field experience at the campus Child Development Center or with an approved mentor teacher in the community. Emphasis is placed on developing effective teaching strategies, curriculum planning based upon observation and assessment, discipline and guidance techniques, cooperative relationships with staff and families, professional ethics and assessment of one's own professional competence. Current (within a year) medical verification of absence of tuberculosis (TB) is required. 32-36 hours lecture and 96-108 hour laboratory. CSU Offered in the fall and spring. Advisory: completion of English 50 with a grade of C or better or eligibility for English 101 is *STRONGLY ADVISED*. An up to date TB clearance – within the last year – is required).

Electives: *Fit these into your schedule when possible...*

****CHDV 111 Infant and Toddler Caregiving – 3.0 units
(Formerly CLDDEV 11)**

IMPORTANT: This course is required to teach in Center-Based Infant/Toddler Programs

This course entails a study of the physical, perceptual, socio-emotional, cognitive development and behavior of the young child from birth to age three. Emphasis will be on the translation of theories of development to appropriate practices in the caregiving environment.

48-54 hours lecture. CSU Offered in the Fall and Spring.
(No Prerequisite).

**CHDV 115 Family Day Care Provider – 3.0 units
(Formerly CLDDEV 15)**

This course will address the many factors involved in providing quality child care in one's home. This course will cover how to set up a safe, healthy and stimulating environment that meets the developmental needs of the diverse ages served in family day care homes. Providers will develop or refine their business policies and procedures, parent contracts, and personal philosophy and goals. Additionally, training in preventive health practices will enable providers to partially fulfill AB 243 requirements. 48-54 hours lecture. CSU
(No prerequisite).

**CHDV 133 Art Experiences for Young Children – 3.0 units
(Formerly CLDDEV 33)**

This course offers students the opportunity to develop the ability to plan curriculum in the area of creative art for the young child. Students will select, develop, and present art materials and activities for young children. An understanding of appropriate developmental art experiences and the creative process will be stressed. Emphasis is placed on developing a classroom environment that promotes creative expression. 48-54 hours lecture. CSU Offered Fall (No prerequisite).

**CHDV 134 Language and Early Literacy Development – 3.0 units
(Formerly CLDDEV 34)**

This course will focus on the young child's language acquisition and early literacy development. Emphasis will be on introducing students to developmentally appropriate activities and practices, which will foster language and early literacy. The course will allow students to develop language curriculum materials. It will satisfy the program/curriculum requirement for licensing and credentialing. 48-54 hours lecture. CSU Offered Spring. (No prerequisite).

**CHDV 137 The Child with Special Needs – 3.0 units
(Formerly CLDDEV 37)**

This course will provide the history of special education in the early childhood setting including an overview of legislation, assessment, curriculum development, and environmental issues. Students will identify the interrelationships of family, communities, and the early childhood educators. 48-54 hours lecture. CSU Offered Spring. (No prerequisite).

**CHDV 138 Cooperative Education (1-8 units)
(Formerly CLDDEV 38)**

Cooperative Education is a 16, 12, or 8 week course that enables the student to receive college credit for on-the-job training that will make him/her a more efficient and valuable employee while providing a practical education that supplements and enhanced classroom theory. Cooperative education also allows credit for volunteer training. Credit is awarded on the basis of objectives completed and the number of hours the student trains. More details are available in the Co-op Office, 760-245-4271 ext. 2281. More information is also available on page 107 of the VVC 2008-2010 Catalog. CSU *This course is an excellent way for students to earn elective units if they are currently working in the field.*

**CHDV 141 Basics of School-Age Child Care – 3.0 units
(Formerly CLDDEV 41)**

An introduction to appropriate practices in school-aged programs and curriculum based upon knowledge of the social, emotional, physical and cognitive development of the child ages six to twelve. This course includes an exploration of curriculum units that include creative art, music, and literature. 48-54 hours lecture. CSU (No prerequisite)

**CHDV 144 Math and Science Experiences for Young Children – 2 units
(Formerly CLDDEV 44)**

This class will focus on the preschool child's acquisition of science and mathematical concepts. Emphasis will be on introducing students to developmentally appropriate activities and practices which will foster development in these areas. This course will also focus on the teacher's (adult) role in establishing an environment rich in opportunities for self-directed activities and will assist teachers in developing science and math materials and activities. CSU Offered Spring (No prerequisite).

**CHDV 145 Music/Movement Experiences for Young Children – 2 units
(Formerly CLDDEV 45)**

This course focuses on musical activities and experiences through which children develop skills, concepts and attitudes. It will introduce students to gross motor development in the early years and how to facilitate this development with music and movement activities. Students will select, develop and present music and movement activities leading to a comprehensive file of classroom activities to be implemented in one's own early childhood setting. 32-36 hours lecture. CSU Offered Fall. (No prerequisite).

Take these when you have completed the first 8 courses and are preparing for your Master Teacher, Site Supervisor or Program Director Permits...

**CHDV 220 The Mentor Teacher/Adult Supervision – 2.0 units
(Formerly CLDDEV 20)**

This course is a study of the methods and principles of supervising student teachers/adults in early childhood programs and includes an emphasis on the role of experienced classroom teachers/supervisors who function as Mentors to teachers while simultaneously addressing the need of children, parent and other staff. 32-36 hours lecture. CSU (Prerequisites: CHDV 106 and 100).

**CHDV 239 Administration of Children's Programs I – 3.0 units
(Formerly CLDDEV 39A)**

Funding, licensing, planning, organizing, and managing a variety of programs for young children. The administrator's role, site development, on-going organization, staff relations, and working with parents and volunteers explored. This course is designed to meet Children's Center Supervision Permit requirements. 48-54 hours lecture. CSU (Prerequisite: completion of State Department of Health required core courses - CHDV 100 and 146 or equivalent. It is recommended that students currently enrolled in this course be working in the field).

**CHDV 240 Administration of Children's Programs II – 3.0 units
(Formerly CLDDEV 39B)**

This course explores the human relations aspect of administering children's programs. The emphasis will be placed on integration of early childhood philosophy into management practices, business/management skills, community relations, professional responsibilities related to child advocacy, labor relations and staff management. Multi-cultural awareness and implementation, mainstreaming issues and parent involvement will be included. This course is designed to fulfill three of the six semester units of administration required for the Children's Center Supervisor Permit. 48-54 hours lecture. CSU (Prerequisite: Completion of the State Department of Health required core courses – CHDV 100 or 106 or equivalent. It is recommended that students currently enrolled this course be working in the field).

Course Checklist

| Course Number & Title | Semester/Year Enrolled | Grade Earned |
|--|---------------------------|-----------------|
| THE 8 CORE CLASSES – These first, in this order.... | | |
| *CHDV 100: Child Growth and Development | | |
| CHDV 106: Child, Family and Community | | |
| *CHDV 110: Principles and Practices | | |
| CHDV 142: Child Health, Safety and Nutrition | | |
| CHDV 150: Introduction to Curriculum | | |
| CHDV 160: Observation & Assessment | | |
| CHDV 200: Teaching in a Diverse Society | | |
| CHDV 210 Practicum | | |
| *Note: taking CHDV 100 and CHDV 106 at the same time is highly discouraged. | | |
| | | |
| Fit these into your schedule when possible... | | |
| CHDV 111: Infant and Toddler Caregiving | | |
| CHDV 115: Family Day Care Provider | | |
| CHDV 132: Montessori Methods of Education | | |
| CHDV 133: Art Experiences for Young Children | | |
| CHDV 134: Language & Early Literacy Development | | |
| CHDV 137: The Child with Special Needs | | |
| CHDV 138: Cooperative Education | | |
| CHDV 141: Basics of School-Age Care | | |
| CHDV 143: Introduction to the High/Scope Curriculum | | |
| CHDV 144: Math & Science Experiences for Young Children | | |
| CHDV 145: Music/Movement Experiences for Young Children | | |
| CHDV 148: Special Topics | | |
| <i>Continued on the next page...</i> | | |
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|---|--|--|
| <p>Take these when you have completed the first 8 courses and are preparing for your Master Teacher, Site Supervisor or Program Director Permit...</p> | | |
| <p>CHDV 220: The Mentor Teacher/Adult Supervision</p> | | |
| <p>CHDV 239: Administration of Children's Programs I</p> | | |
| <p>CHDV 240: Administration of Children's Programs II</p> | | |
| | | |

Internet Resources

****Victor Valley College Child Development Program**

www.vvc.edu/academic/child_development/

****Victor Valley College Catalog 2008-2010**

<http://vvc.edu/schedule/catalog.htm>

****Child Development Training Consortium** – for information on the State of California Permit process

www.childdevelopment.org

****State of California Preschool Teacher Permit Matrix**

http://www.childdevelopment.org/cs/cdtc/print/htdocs/services_permit.htm

Association for Childhood Education International (ACEI)

<http://www.acei.org/>

The mission of ACEI is to promote and support in the global community the optimal education and development of children, from birth through early adolescence, and to influence the professional growth of educators and the efforts of others who are committed to the needs of children in a changing society.

California Commission on Teacher Credentialing (CTC)

<http://www.ctc.ca.gov/>

The CTC provides the most recent information on the Child Development Permit (for Preschools) as well information on other California Teaching Credentials.

California Department of Education: Child Development

<http://www.cde.ca.gov/sp/cd/>

This site contains resources and information for child development contractors, families, and community members regarding child development programs funded by the state.

California Early Childhood Mentor Program (CECMP)

<http://www.ecementor.org/What.htm>

The CECMP is the largest mentoring program for childcare professionals in the United States. Following completion of an initial course in mentoring, interested candidates make formal application to a local Mentor Selection Committee. Selection is based on professional qualifications and a quality review of the candidate's classroom. Those who are selected as Mentors are paid stipends for continuing in-service training, and for the supervision of student teachers who are assigned to the Mentors' classrooms. Those who are selected as Director Mentors are paid stipends for guiding and offering practical help to less experienced ("protégé") directors or site supervisors.

California Department Social Services: Child Care Licensing

<http://www.cclcd.ca.gov/PG411.htm>

This site contains information on how to apply for a license (both family and center based), find a licensed center, make a complaint or report abuse.

Children Now

<http://www.childrennow.org/>

Children Now is a national organization for people who care about children and want to ensure that they are the top public policy priority.

Children's Defense Fund (CDF)

<http://www.childrensdefense.org/>

The CDF is a leading advocate for children. Their website provides a wealth of information and publications on issues affecting children and their families.

EDJOIN.ORG

<http://www.edjoin.org/>

With over 1,800 school districts, county offices of education and other education agencies posting on the network regularly, you'll find up to 16,000 job vacancies in EDJOIN's database! There are hundreds of new jobs posted each week.

National Association for the Education of Young Children (NAEYC)

<http://naeyc.org/>

NAEYC is the world's largest organization working on behalf of young children with nearly 100,000 members, a national network of over 300 local, state, and regional Affiliates, and a growing global alliance of like-minded organizations. This site provide information on their annual conferences, The Young Children journal, local affiliates and their accreditation process.

Membership is open to all individuals who share a desire to serve and act on behalf of the needs and rights of all young children.

The local affiliate: California Association for the Education of Young Children (CAEYC): <http://www.caeyc.org>

National Institute on Out of School Time (NIOST)

<http://www.niost.org/>

The mission of NIOST is to ensure that all children, youth, and families have access to high quality programs, activities, and opportunities during non-school hours. This site provides information on recent research, conferences and publications.

San Bernardino County Preschool Services

<http://hss.co.san-bernardino.ca.us/psd/>

The Preschool Services Department (PSD) has administered and operated the Federal Head Start program and the California State Department of Education Preschool programs in Head Start/State Preschool sites throughout the geographically largest county in the contiguous United States since 1965. This site provides information on: head start, state preschool and the Child Care Food Program.

Zero to Three

<http://www.zerotothree.org/site/PageServer>

ZERO TO THREE is a national nonprofit organization that provides information, trains and supports professionals, policymakers and parents in their efforts to improve the lives of infants and toddlers.