

## **TRAINING 4 U NOW OFFERS AN DAYCARE PROFESSIONAL ADMINISTRATOR CREDENTIAL PROGRAM**

### **§746.1015**

**What qualifications must the director of my child-care center licensed for 13 or more children meet?**

*Subchapter D, Personnel  
Division 1, Child-Care Center Director  
09/01/03*

(a) Except as otherwise provided in this division, the director of a child-care center licensed for 13 or more children must be at least 21 years of age, have a high school diploma or its equivalent, and meet one of the following combinations of education and experience, as defined in §746.1021 of this title (relating to What constitutes experience in a licensed child-care center, or in a licensed or registered child-care home?):

#### **Education Experience**

A day-care administrator's credential issued by a professional organization or educational institution and approved by Licensing based on criteria specified in Subchapter P of Chapter 745 of this title,

(Relating to Day-Care Administrator's Credential Program), and at least two years of experience in a licensed child-care center; or home.

*Knowledge of good business practices, administration, and child development are essential for managing a child-care center. A director has an obligation to be prepared to hire and maintain employees, establish and maintain communication with parents, and ensure the health, safety and well-being of the children in her care.*

Training 4 U Now offers an approved Professional Administrator Credential Program for daycare centers. It is a forty (40) hour compressive program. We offer a weekend course (two weekends in a row). Our program covers the following:

- Ages and Stages of Development
- Safety
- Health
- The Learning Environment
- Guidance
- Parent Relations
- Observation Techniques/Skills
- Community
- Basic Management Cycle Concept
- Basic Management Skill as They Apply to Child-Care Business
- Managing an Effective Daycare Program

The cost of is \$ 550.00.

For further information please call Training 4 U @ 281 – 426 – 1905



Training 4 U  
P.O. Box 747  
Highlands, Texas 77562

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Community

Basic Management Cycle Concept

Basic Management Skill as They Apply to Child-Care Business

Managing an Effective Daycare Program

Our course is offered in Houston. The dates for these courses are:

Houston

Jan 2010 9 & 10 and 16 & 17  
8:00 AM-6:30 PM

February 2010 6&7 and 13&14  
8:00 AM-6:30 PM

March 2010 6&7 and 13&14  
8:00 AM-6:30 PM

April 2010 10&11 and 17 & 18vvq  
8:00 AM-6:30 PM

May 2010 1&2 and 8&9  
8:00 AM-6:30 PM

June 19&20 and 26&27  
8:00 AM-6:30 PM

July 2010 10&11 and 17&18  
8:00 AM-6:30 PM

August 2010 7&8 and 14&15  
8:00 AM-6:30 PM

September 2010 4&5 and 11&12  
8:00 AM-6:30 PM

October 2010 2&3 and 9&10  
8:00 AM-6:30 PM

November 2010 6&7 and 13 &14  
8:00 AM-6:30 PM

No Class in December

Location of the course is at:

Houston:

Highlands Christian Academy 406 N. Magnolia Highlands, Texas 77562

We will offer the course in your area with a minimum of 10 students per class.

The cost of is \$ 550.00 per student.

For further information please call Training 4 U @ 281 – 426 – 1905

Thank you for your time

Kevin L. Johnston  
Owner/Instructor

# Training 4 U

"Your one-stop training center"



## Day Care Director's Credential Application

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
First Middle Last

Address: \_\_\_\_\_  
Street City State Zip

Home Phone: ( ) \_\_\_\_\_

Day Phone ( ) \_\_\_\_\_

Work Phone ( ) \_\_\_\_\_

Cell Phone: ( ) \_\_\_\_\_

E-mail \_\_\_\_\_

Social Security #: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Driver License# \_\_\_\_\_ State \_\_\_\_\_

Dates of Session Registering for: \_\_\_\_\_

(Month/Day/Year – ex: 01/25/2009)

## Current Employment Information

**Company:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_

Position: \_\_\_\_\_ Start Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

## Past Employment (Most Recent First)

**Company:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_

Position: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

**Company:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_

Position: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

**Company:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_

Position: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

## Education

High School (or equivalent) And Colleges	Name of School	City	State	Date Of Graduation	Diploma/ Degree

**Personal References (family or others not living with you)**

**Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Relationship: \_\_\_\_\_

## Statement of Understanding and Enrollment Agreement

As a participant enrolled in the Day Care Director's Credential Program conducted by Training 4 U, I will:

1. Attend and participate in all required learning components of the Training 4 U Credential Program.
2. Agree to and follow all policies and procedures of Training 4 U.
3. Notify Training 4 U within thirty (30) days of any changes of name, address, phone number, e-mail, and/or employer.
4. Notwithstanding any other agreements, hold harmless and indemnify Training 4 U against any legal liability I incur specific to bodily injury, death and/or property damage while participating in training with Training 4 U.
5. Pay the required fees according to the prescribed procedures of Training 4 U.
6. Understand that modules (full or part) missed **must be** made up within three (3) months and **before** final exam may be taken. (For example: If credential candidate misses a Wednesday class then they must make up the Wednesday class. If they miss the "safety" module then they must make up the "safety" module).
7. Understand that in addition to the Training 4 U Credential Program, the Minimum Standards require two (2) years of experience in a licensed child care center to meet the Director qualifications.

Training 4 U will:

- 1.) Not discriminate on the basis of sex, race, color, religion, national origin and/or age.
- 2.) Continue to provide a current quality curriculum in compliance with Department of Family and Protective Services Minimum Standards for Licensed Child Care Centers.
- 3.) Communicate all policy and procedural changes in writing and/or orally, as appropriate.
- 4.) Keep participant records confidential (accessible to only specified authorized individuals).
- 5.) Issue a Child Care Administrator Credential Certificate upon the participant's successful completion of Training 4 U requirements.
- 6.) Issue a Renewal of Credential every two (2) years based upon the participant's successful completion of renewal requirements.
- 7.) Notify the Department of Family and Protective Services of any participant's suspension or revocation of Credential.

## Statement of Disclosure

I certify that:

1.) I have never been convicted of a felony offense or misdemeanor classified as:

- An offense against the person or family.
- A public indecency, or
- A felony violation of any law intended to control the possession or distribution of any substance included as a controlled substance in the Texas Controlled Substance Act.

2.) I have read the **Statement of Understanding and Enrollment Agreement**.

3.) The information given herein is true and correct to the best of my knowledge and belief.

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**Signature of Applicant**

**Date**

Subscribed and Sworn to me this \_\_\_\_\_ day of \_\_\_\_ 20\_\_

Notary Public \_\_\_\_\_

My Commission Expires on \_\_\_\_\_

Note: Mail application and fee to:

Training 4 U  
P.O. Box 747  
Highlands, Texas 77562