

## MISSION STATEMENT

The mission of The English Center is to develop students' vocational, social, technological, physical, and emotional potential in a wholesome, self-paced supportive environment. This endeavor encourages them to become lifelong learners and contributing ethical citizens in a multi-cultural and changing world.

## VISION

The English Center is a full-service adult education center that will continuously strive to provide access to challenging literacy, vocational, and community education while building learning communities designed to maximize student success.

## ADMISSION POLICY

Any person 16 years of age or older, officially withdrawn from the K-12 program in Miami-Dade County Public Schools, may enroll in programs offered through TEC. Students must come in person to the center to register for classes.

## REFUND POLICY

Students will be eligible for full refund of Postsecondary Career/Technical Education tuition and fees if withdrawn within 5 days of class start date; or partial refund if withdrawn up to 5 days after class start date. Partial payments made are NON-Refundable after the start of class. AGE Tuition, Test Fee and ID Fee are refundable prior to the start of the class or if the student never attends class. Cash payments are refunded by internal funds check, Credit Card refunds will only be applied to the credit card used for payment. The Application for refund by Check/Credit (Form 2057) must be completed and approved for all eligible refunds.

## ATTENDANCE POLICY

All students are expected to attend class regularly and as schedule. Students who fail to report to class during the first three (3) days of their initial registration will be withdrawn as a no-show. All career/technical education students who accumulate four(4) consecutive absences will be withdrawn from class.

## STUDENT CONDUCT

The use of abusive or profane language in school and/or at school activities is prohibited. Unacceptable student behavior also includes the use of tobacco or alcohol products on campus. Offenders may be excluded from classes or from school. The act of theft, damage to property, assault, and/or menacing others is a violation of the law. Students participating in such behaviors may be referred to the appropriate law enforcement authorities. Criminal assaults and felonies will be referred to law enforcement authorities. See the M-DCPS Post-Secondary Code of Student Conduct on the TEC website.

## FINANCIAL AID

Financial aid is available to those students who qualify. For additional information, please contact the financial aid officer at (305) 445-7731 ext. 2711.

## FEE INFORMATION

Additional fees are required for State of Florida non-residents.

## BASIC SKILLS TEST

Students who are enrolled in a post-secondary program offered for career/technical education of 450 hours or more shall complete an entry-level basic skills examination within the first six (6) weeks after admission into the program.

The State of Florida requires each student wishing to earn a Career/Technical Education Certificate to obtain an industry certification within the scope of the program of study or to pass an entry level basic skills test called the Test of Adult Basic Education (TABE) at a minimum determined level when enrolling in a program of more than 450 hours.

Students who have a standard Florida Public High School Diploma (2007 or later), passed the GED ( Language Arts and Mathematics Reasoning 2014 or later ), possess a college degree, serving as an active member of any branch of the United States Armed Forces, or achieved an industry certification while enrolled are exempt from this rule. The designated program administrator must receive an official copy of the degree, transcript, or test score.

Students with disabilities may request testing accommodations, if they provide written documentation verifying their disability or may be exempted from meeting the basic skills requirements.

## FLORIDA RESIDENCY REQUIREMENTS

To be considered "in-state" students for tuition purposes, a student must present proof of one year of Florida residency. A list of the approved documents for the verification of "in-state" status may be obtained in student services department or on the school website under tuition and fees tab.

The **SAVES** program provides services to refugees and asylees (all nationalities) and parolees (Cubans and Haitians only). Eligible students may receive free classes in Adult Basic Education (ABE), English for Speakers of Other Languages (ESOL), General Education Development Preparation (GED), Career/Technical Education, and Citizenship, as well as free books.

Child care service is available (3-12 years old) for a fee.  
**For additional information call (305) 445-7731 ext. 2080**

**Anti-Discrimination/Harassment (Students) – Board Policy 5517 and 5517.02**  
M-DCPS does not discriminate on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, or any other basis prohibited by law in its educational programs, services or activities or in its hiring or employment practices. Please refer to School Board Policies 5517 – Anti-Discrimination/Harassment (Students) and 5517.02 – Discrimination/Harassment Complaint Procedures for Students for more information. Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to: Executive Director, Civil Rights Compliance Office, 155 NE 15 Street, Suite P-104E, Miami, Florida 33132; PH: 305-995-1580 or e-mail address: [crc@dadeschools.net](mailto:crc@dadeschools.net). The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act.



**The English Center is accredited by the Commission of the Council on Occupational Education (COE)**  
7840 Roswell Road, Bldg. 300, Suite 325, Atlanta, GA 30350  
Tel. 1-800-917-2081 / FAX 770-396-3790 / [www.council.org](http://www.council.org)



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**THE ENGLISH CENTER**

# Education & Training



## Child Care Center Operations



Friends of The English Center



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# Child Care Center Operations



## PROGRAM OBJECTIVE

The purpose of the Child Care Center Operations program is to prepare students to become future administrators of an early childhood facility, and to develop and enhance their leadership role.

The program is a planned sequence of instruction consisting of one occupational completion point. The content of the program includes, but is not limited to, organizational leadership, financial management, legal obligations and responsibilities, educational programming, marketing strategies, assessment, monitoring practices, observations, referrals, and collaboration of programs with families and community resources.

OCP	Course No.	Course Title	Length
A	HEV0160	Child Care Center Director	45 hrs

## Certificate of Completion

A certificate of completion is issued to program completers who obtain all Occupational Completion Points (OCPs)

## Points and Grades

The following grading scale will apply to all courses within the program:  
**A** 90-100 | **B** 80-89 | **C** 70-79 | **D** 60-69 | **F** 59 or less

## Total Program Cost

45 hours @ \$2.56 per hour + materials (FL residents)  
 45 hours @ \$10.25 per hour + materials (Non-FL residents)



## Entrance Requirements

- Interview with a counselor
- Possess a high school diploma.
- Complete the Department of Children and Families (DCF) Part I Introductory Child Care Courses (5 courses, 30 hours).
- Complete the DCF\* Special Needs Appropriate Practices course or a minimum of 8 hours of in-service training on children with disabilities.
- Possess an active DCF Staff Credential.

## The Director Credential, Level I requires:

- Completion of one DCF approved course in the curriculum content area Overview of Child Care Management.
- There are additional requirements for the Director Credential, Level II, and the Advanced Level.
- Refer to the website above for additional information.

## Information Technology Requirements

Students are expected to have basic computer skills.

## Graduation Requirements:

- Completion of all Occupational Completion Points (OCP's)
- No financial obligations
- Completion of Exit Package to receive a program certificate.

## Employment Requirements

- Employers require applicants to complete a Department of Children and Families mandatory training program.
- Possess and active CDA Staff Credential.
- Employers recommend experience in early childhood education.

## Career Opportunities

Childcare Center Director, Pre-school Center Director.

## Salary

According to the 2022 Bureau of Labor Statistics (<https://www.bls.gov/ooh>), the median pay of a childcare center director is \$49,690 or \$23.89 per hour.