

CDE A275: EARLY CHILDHOOD ADMINISTRATION PROGRAM

Item	Value
Curriculum Committee Approval Date	09/22/2021
Top Code	130580 - Child Development Administration and Management
Units	3 Total Units
Hours	54 Total Hours (Lecture Hours 54)
Total Outside of Class Hours	0
Course Credit Status	Credit: Degree Applicable (D)
Material Fee	No
Basic Skills	Not Basic Skills (N)
Repeatable	No
Open Entry/Open Exit	No
Grading Policy	Standard Letter (S)

Course Description

Introduction to the supervision and administration of early childhood programs with an emphasis on theories, curriculum and program philosophies. Includes responsibilities of an administrator and criteria for quality programs, including regulations and laws. Examines effective leadership, budgets, policies, scheduling, and marketing strategies. Formerly known as EC A275. Transfer Credit: CSU.

Course Level Student Learning Outcome(s)

1. Create a plan for a child care program based on title 22 title 5 regulations and NAEYC Developmentally Appropriate Practices that includes a budget, staffing plan with job descriptions and personnel policies, mission statement, marketing plan, and disaster and emergency plans.
2. Plan a parent conference to discuss an IFSP and develop ways to implement the goals for the child.
3. Create a program philosophy and educational goals for the children in their program and develop a plan for implementing and evaluating these goals.

Course Objectives

- 1. Describe and explain all the responsibilities of the center director.
- 2. Compare the differences of programs based on different philosophies.
- 3. Develop a philosophy, goals, and purpose for a child care center.
- 4. Write a job analysis for the director, assistant director, teacher, aides, secretary, etc.
- 5. Write personnel policies for a center including benefits, termination, personal qualities and substitutes.
- 6. Develop a teacher recruitment program and conduct an interview.
- 7. Develop a plan for implementing and evaluating the objectives for the children's program.
- 8. Plan a parent orientation meeting.
- 9. Market the program.
- 10. Explain the elements of effective communication with staff and parents.
- 11. List all regulations of state and county licensing agencies.

- 12. Explain what the NAEYC Professional Code of Ethics is and how it is used.
- 13. Describe and compare the organizational frame work of various types of child care centers.
- 14. Describe and explain the duties of a policy making body in a child care center.
- 15. Describe and explain all aspects of office management.
- 16. Discuss the relationship of a center director to the governing board.
- 17. Describe and explain the basic principles of budget, record-keeping, and agency regulations in the operation and management of a child care program.
- 18. Describe disaster and emergency plans.
- 19. Create a nutritional menu for a month.
- 20. Interpret an IFSP and describe ways to implement.

Lecture Content

Responsibilities of the Child Care Director - Introduction Philosophy and program Budget Staff Site Licensing - health and safety Children and families Working with a Board or Organizational Hierarchy Overview of Early Childhood Programs Types of programs Range of services Established philosophies DAP-NAEYC Philosophy of the Center Elements of the philosophy Theories How children learn Parent involvement and influence How teachers should teach What effects the environment has on learning Criteria for high quality programs Title 5 Title 22 Appropriate curriculum and practices - evaluating a center Health, safety and nutrition Accreditation Administration Framework Organizational structure Establishing and working with a Board Board membership Board duties Board meetings/operation Establishment of a Policy-Making Body Admissions policies and procedures Information on families and children Forms Confidentiality Intake procedures Operating policies and procedures Funding the Program Cost Considerations The purchasing or leasing of property Start-up costs On-going costs - budgeting Office Management Record keeping Bookkeeping Forms and procedures Inventory Purchasing Schedule for federal tax and other reports Insurance and Contracts Staff Management Schedule Time Management for Administrators Managing the Food and the Health and Safety Programs Food service programs Menu planning Food buying, storage, and preparation Resources Health and safety program Health records for staff and children Disaster plan Emergency health and accident plan Communicable diseases Child abuse Maintaining a safe and sanitary environment Marketing the Program Publicity Where and how to advertise Advertising materials Public relations Selecting the children Readiness of children and families Admission of children with disabilities Role of the director in an interdisciplinary/interagency effort Effective Leadership Characteristics of successful leaders Personal Interpersonal Managerial Organizational individual goal setting decision making motivation communication time management Seven habits of highly successful people - Covey Elements of job satisfaction Leadership styles and the use of power The Staff Personnel policies Job responsibilities Staff selection Developing staff skills Developmental stages of teachers - Katz Encouraging growth Supervision and evaluation of staff Working with Families Understanding the needs of families Communicating with parents Verbal Written Assessment of child's growth Valuing diversity Families at risk Substance abuse Poverty and homelessness Single parent/grandparent/blended families Child abuse Children with special needs Professionalism Professional development

Networking Resources Continued education Preventing burn-out Ethics
Advocacy Quality Compensation Affordability

Method(s) of Instruction

- Lecture (02)
- DE Live Online Lecture (02S)
- DE Online Lecture (02X)

Instructional Techniques

1. Lecture, discussion 2. Video and discussion 3. Cooperative learning activities 4. Student project presentations 5. Student observations 6. Group problem solving 7. Role play 8. Slide lectures

Reading Assignments

Reading assignments will be assigned weekly from textbook as well as reviewing lecture information. 6 hours per week = 96 hours

Writing Assignments

Written assignments such as the following: Job analysis, job descriptions, policies and procedures, philosophy statement, management style analysis, staff development plan, program evaluation
total time: 10 hours

Out-of-class Assignments

Review current job descriptions to use as reference in creating their own, research and talk to professionals in the field to gain practical application of information. Research local resources for children with special needs in order to create an IFSP and outline a parent conference to discuss goals for child. Total time: 10 hours

Demonstration of Critical Thinking

Class participation, written assignment, projects, program evaluation

Required Writing, Problem Solving, Skills Demonstration

Written assignments such as the following: Job analysis, job descriptions, policies and procedures, philosophy statement, management style analysis, staff development plan, program evaluation

Eligible Disciplines

Child development/early childhood education: Master's degree in child development, early childhood education, human development, home economics/family and consumer studies with a specialization in child development/early childhood education, or educational psychology with a specialization in child development/early childhood education OR bachelor's degree in any of the above AND master's degree in social work, educational supervision, elementary education, special education, psychology, bilingual/bicultural education, life management/home economics, family life studies, or family and consumer studies OR the equivalent. Master's degree required.

Textbooks Resources

1. Required Freeman, N., Decker, C., and Decker, J.. Planning and Administering Early Childhood Programs, 11 ed. Pearson, 2017