

CDE A276: EARLY CHILDHOOD MANAGEMENT

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

Effective strategies for supervision and management of personnel in an early childhood program with emphasis on reflective practices, leadership styles, professional development, team building, and communication. Includes financial and ethical issues, program evaluation, and parent involvement. Formerly known as EC A276. Transfer Credit: CSU.

Course Level Student Learning Outcome(s)

1. Create a staff development plan that includes staff training plans and evaluation forms for personnel.
2. Create a plan for parent participation including parent meetings, parent education, parent conferences, school party plans and fundraising.
3. Conduct an Early Childhood Environmental Rating Scale (ECERS, ITERS, SACERS) evaluation on a childcare program and provide recommendations for program improvement.

Course Objectives

- 1. Describe and explain Title 5 regulations regarding eligibility, staffing, and the Child Development Permit Matrix.
- 2. Explain the potential funding sources available to private child care centers.
- 3. Demonstrate skills in time management techniques.
- 4. Describe the health and safety procedures that need to be followed when managing a child care center.
- 5. Prepare evaluation forms for personnel and children in a school.
- 6. Prepare a team building and staff motivation plan.
- 7. Write agendas for staff meetings and effectively conduct meetings.
- 8. Plan in-service training workshops for teachers.
- 9. Describe various administrative styles and roles.
- 10. Describe the needs of the parents and ways to involve them in the program.
- 11. Evaluate problem situations and respond in accordance to the NAEYC Professional Code of Ethics.
- 12. Describe the elements of effective communication and demonstrate how to use it.

- 13. Describe issues relating to finances and demonstrate ability to problem-solve situations.
- 14. Explain ECE Advocacy and the early childhood professional's responsibility.

Lecture Content

Title 5 Regulations and Documentation Eligibility Staffing Child development permit matrix Program Evaluation CDE/CDD desired results, measures, and indicators National Association for the Education of Young Children Accreditation National School Age Care Association Accreditation Early Childhood Environmental Rating Scale (Teachers College Press) School Age Care Environmental Rating Scale Planning and implementing a program quality review Change process Leadership Administrative styles and roles Program maintenance People maintenance Management tools Staff Team building Implementing change Motivation of staff Developing an assistance plan Solving problems/conflict resolution Personal and professional growth Evaluation and documentation Ethics Health Programs Policies Environment Safety and First Aid Special needs Special needs--Americans with Disabilities Act family s needs IFSP-Individual Family Service Plan Adapting the environment and the curriculum Working as a member of a multi-disciplinary team Child Abuse--Identification and reporting HIV/AIDS Managing illness Effective Communication Verbal and non-verbal Active listening Staff, parents, and board meetings Staff Meetings Goals Structure Financial Issues Building enrollment Fund raising Managing the budget Audits and reports Salary scales/compensation package Parent fees Advocacy Current legislation and laws Current issues relating to ECE Current issues relating to children and families Parents Involvement Education Orientation Sensitivity Support and resources

Method(s) of Instruction

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

Instructional Techniques

1. Lecture/discussion 2. Video/discussion 3. Cooperative learning activities 4. Student presentations 5. Demonstration

Reading Assignments

Assigned reading from text and lecture information. 6 hours per week = 48 hours

Writing Assignments

Writing Policy and procedures, needs analysis, marketing plan, disaster/emergency plan, program budget, and menus = 25 hours Discussion participation and sharing of resources. = 8-10 hours

Out-of-class Assignments

ECERS (Environmental Rating Scale) observation and analysis = 10 hours Reflection on communication style = 8 hours Research and Assess leadership style = 8 hours

Demonstration of Critical Thinking

Class participation, written assignment, projects, class presentations

Required Writing, Problem Solving, Skills Demonstration

Written assignments will include: Policy and procedures, needs analysis, marketing plan, disaster/emergency plan, program budget, menus

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., Decker, J., and Parish, S.. Planning and Administering Early Childhood Programs, 11 ed. Pearson, 2017