



Division:	Science/Mathematics	Area:	Early Childhood Development
Course Number:	ECDV 210	Course Name:	Administration of Child Care Programs
Prerequisite:	ECDV 105 and ENGL 101 or ENGL 151		
Corequisite:	None		
Hours Required:	Class: 45	Lab: 0	Credits: 3

Course Description/Purpose

This course will enhance the student's understanding of the total range of administrative responsibilities in early childhood programs. It is designed to offer an overview of interpersonal communication, financial responsibilities, licensing, personnel certification, staffing and evaluation of overall programs. Students will be responsible for developing budgets, job descriptions, health and safety programs and a variety of other materials used in administration.

Major Units

- Role of Program Director
- Program Philosophy and Goals
- Staff Selection, Supervision and Training
- Creating a Handbook and Policies
- Finances and Budgets
- The Environment
- Parent Involvement

Educational/Course Outcomes

Student learning will be assessed by a variety of methods, including, but not limited to, quizzes and tests, journals, essays, papers, projects, laboratory/clinical exercises and examinations, presentations, simulations, portfolios, homework assignments, and instructor observations.

Cognitive Each student will be expected to *Identify/Recognize*. . .

- ways the director organizes school resources;
- the role of the administrator as communicator, director of finances, manager of building and supplies, supervisor of staff, developer of parent involvement;
- methods of formulating and evaluating program goals;
- the major developmental characteristics of children—infant through school age;
- describe a budget process;
- the components of a safe environment;
- how to deal with an emergency.

Performance Each student will be expected to *Demonstrate/Practice*. . .

- an understanding of state licensing regulations governing the opening of a new child care facility;
- an understanding of the start-up costs needed for opening a center and how to create an operating budget;
- the ability to design an attractive brochure for use in advertising and publicity;
- the process of staff recruitment and selection;
- the procedures involved in enrolling a new student;
- the essential components of writing a parent handbook and staff policy handbook;
- how to effectively implement your center philosophy in a planned environment;
- a plan to include parent participation and volunteer services;
- a maintenance plan and what constitutes daily operations;
- develop a standard procedure for managing accidents;
- develop a disaster plan;
- the creation of a learning environment with regard to physical features, traffic flow, aesthetic appeal and flexibility.