

EDU 261
EARLY CHILDHOOD ADMINISTRATION

COURSE DESCRIPTION:

Prerequisites: High school diploma or GED and ENG 080 and RED 080 or satisfactory score on placement test

Corequisites: None

This course covers the policies, procedures, and responsibilities for managing early childhood education programs. Topics include implementation of goals, principles of supervision, budgeting and financial management, and meeting the standards for a N.C. Child Day Care license. Upon completion, students should be able to develop program goals, explain licensing standards, determine budgeting needs, and describe effective methods of personnel supervision. Students should also be able to develop a plan for center site location and start-up. Course Hours Per Week: Class, 2. Semester Hours Credit, 2.

COURSE OBJECTIVES:

At the completion of this course, the students will be able to:

- a. Identify and discuss society's needs for childcare.
- b. Identify and discuss the childcare options available.
- c. Describe the relationships between childcare administrators, center board of directors, and/or advisory committees.
- d. Describe the relationships between childcare administrators and local and state agencies
- e. Discuss and outline effective personnel management practices.
- f. Discuss guidelines for developing policy handbooks or manuals.
- g. Discuss guidelines for developing the child care center budget.
- h. Discuss the guidelines for developing a plan for center site locations and start-up-up.

OUTLINE OF INSTRUCTION:

- I. Society's needs for child care
 - A. The increasing number of women in the work force
 - B. Longitudinal studies, which show the role high quality preschool programs, play toward decreasing school dropout rates; toward diminishing the needs for special education programs; toward increasing the number of students who attend college, are in the work force, etc.
 - C. The increasing number of children placed in childcare for therapeutic reasons.
 - 1) Mainstreaming
 - 2) Victims of child abuse
 - 3) Neglect

- II. Child care options
 - A. Child care centers
 - B. Small child care centers
 - C. Proprietary, non-profit, church-sponsored centers
 - D. Family child care providers
 - E. In-home or nanny services

- III. Specific administration issues
 - A. Planning and organizing a child care program
 - 1) Determining need
 - 2) Working with state and local agencies
 - 3) Selecting a site
 - B. Staffing
 - 1) Meeting local and state requirements
 - 2) Hiring staff
 - 3) Staff personnel policies
 - 4) In-service and on-site training
 - C. Interpersonal relationships
 - 1) With staff
 - 2) With board of directors or advisory committee members
 - D. Written policies
 - 1) Where applicable, written policies defining roles and responsibilities of board members
 - 2) Job descriptions
 - 3) Center operational policies

REQUIRED TEXTBOOK AND MATERIALS:

Sciara, Dorothy Jane and Anne G. Dorsey. Developing and Administering a Child Care Center. 3rd ed. Albany, New York: Delmar Publishers, Inc. 1995.

Division of Child Development. Child Day Care Requirements. North Carolina Department of Human Resources.

STATEMENT FOR STUDENTS WITH DISABILITIES:

Students who require academic accommodations due to any physical, psychological, or learning disability are encouraged to request assistance from a disability services counselor within the first two weeks of class. Likewise, students who potentially require emergency medical attention due to any chronic health condition are encouraged to disclose this information to a disability services counselor within the first two weeks of class. Counselors can be contacted by calling 686-3652 or by visiting the Student Development Office in the Phail Wynn Jr. Student Services Center, room 1309.