

EDU 262
EARLY CHILDHOOD ADMINISTRATION II

COURSE DESCRIPTION:

Prerequisites: High school diploma or GED and EDU 261

Corequisites: None

This course provides a foundation for budgetary, financial, and personnel management of the child care center. Topics include budgeting, financial management, marketing, hiring, supervision, and professional development of a childcare center. Upon completion, students should be able to formulate marketing, financial management, and fund development plans as well as develop personnel policies, including supervision and staff development plans. Course Hours Per Week: Class, 3. Semester Hours Credit, 3.

COURSE OBJECTIVES:

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

- a. Identify and discuss society's needs for childcare.
- b. Identify and discuss the childcare options available.
- c. Identify and discuss components of a high quality childcare program.
- d. Describe the relationships among childcare providers, families, and administrators.
- e. Discuss strategies for effective financial management.
- f. Identify and discuss effective marketing strategies.
- g. Discuss guidelines for effective administrative record keeping, i.e.
- h. Develop strategies for effectively implementing the goals and objectives of the high quality child care program.
- i. Discuss the rationale for ongoing internal and external evaluation of childcare program and administration.
- j. Identify various funding resources.

OUTLINE OF INSTRUCTION:

- I. The components of a high quality child care center
 - A. Interactions among staff and children
 - B. Curriculum
 - C. Staff-parent interaction
 - D. Staff qualifications and development
 - E. Administration
 - F. Staffing
 - G. Physical environment
 - H. Health and safety

- I. Nutrition and food services
- J. Evaluation

- II. Record keeping
 - A. Attendance
 - B. Medical records
 - C. All those required by state

- III. Fiscal matters
 - A. Long range budgeting and financial planning
 - B. Fund raising

- IV. Community resources
 - A. Benefits of community resources
 - 1) Benefit to administrator
 - 2) Benefit to staff
 - 3) Benefit to parents
 - 4) Benefit to children
 - B. Types of community resources available
 - C. Encouraging staff and families to utilize community resources

REQUIRED TEXTBOOK AND MATERIALS:

Sciara, Dorothy June and Anne G. Dorsey. Developing And Administering A Child Care Center. Albany, New York: Delmar Publishers Inc., 1990.

Division of Child Development. Child Day Care Requirements. NC 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.