



## **I. Course Overview:**

Upon successful completion of this course, the students should be able to demonstrate an understanding of how to implement and administer an early childhood program, supervise staff, and financially manage the program.

## **II. Units:**

### **Unit 1. Administrative Organization**

#### General Outcome:

- 1.0 The students should be able to identify administrative functions and organizational patterns.

#### Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

- 1.1 Identify five functions in administration of an early childhood facility.
- 1.2 Identify administrative organizational patterns and reasons for their diversity.
- 1.3 Identify the responsibilities of a childcare center director.

## Unit 2. Planning the Program

### General Outcome:

2.0 The students should be able to discuss the methods of planning and implementing the program.

### Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

2.1 Identify at least five factors that influence planning and program decisions.

2.2 Identify the meanings of "structure."

2.3 Identify two types of structured programs.

2.4 Identify criteria components that guide assessment of programs.

2.5 Discuss the use of lesson plans and classroom schedules.

### Unit 3. Facilities and Equipment

#### General Outcome:

3.0 The students should be able to chronicle the various areas of a childcare facility and the guidelines for purchase of essential equipment.

#### Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

- 3.1 Identify major considerations in the purchase of educational equipment.
- 3.2 Identify desirable characteristics of Activity Rooms and Interest Centers.
- 3.3 Identify adult activity areas and their differential functions.
- 3.4 Identify criteria for planning outdoor space.
- 3.5 Identify major storage considerations.
- 3.6 Identify main guidelines for purchasing equipment.
- 3.7 Follow major considerations regarding:
  - 3.7.1 Arranging equipment and materials.
  - 3.7.2 Caring for equipment and materials.
- 3.8 Identify specific equipment and materials relative to various curricula activity.
- 3.9 Identify appropriate community resources through which the child's educational experience can be supplemented.

## Unit 4. Regulations

### General Outcome:

4.0 The students should be able to detail the licensing guidelines that govern set up and on-going operation of childcare facilities.

### Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

- 4.1 Identify the characteristics of regulations that govern early childhood programs.
- 4.2 Identify classifications for licensing purposes.
- 4.3 Identify features of licensing laws.
- 4.4 Identify the basic characteristics of State policies relating to organization.
- 4.5 Identify trends in staffing requirements.
- 4.6 Identify major stipulations in the "Education of All Handicapped Children Act."
- 4.7 Identify major regulations governing all Early Childhood programs.
- 4.8 Discuss legal consideration in setting up policies and procedures for operation.

## Unit 5. Supervision and Staffing

### General Outcome:

5.0 The students should be able to categorize the methods and functions of supervision and selection of qualified personnel.

### Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

- 5.1 Identify the functions of supervision.
- 5.2 Identify the methods of supervision.
- 5.3 Identify the methods of selecting employees.
- 5.4 Identify staffing trends.
- 5.5 Identify roles and qualification of personnel.
- 5.6 Identify categories of personnel.
- 5.7 Identify qualities essential for effective communication.
- 5.8 Identify the purpose and criteria for performance evaluation.
- 5.9 Identify insurance and retirement plans designed to protect employees and organizations.

## Unit 6. Public Policy and Advocacy

### General Outcome:

6.0 The students should be able to discuss public policy in regards to early childhood education and the professional's need to assume an advocacy role.

### Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

- 6.1 Identify strategies that can influence public policy in regard to early childhood programs.
- 6.2 Identify roles that shape public policy.
- 6.3 Identify approaches to successful advocacy.
- 6.4 Identify reasons that support a Code of Ethics, and positive imaging.
- 6.5 Identify ways in which the Early Childhood administrator/leader can further the stability and expansion of the industry.
- 6.6 Identify factors that differentiate costs of early childhood programs.
- 6.7 Identify the impact of support from different governmental jurisdictions, i.e. Federal, State and Local.
- 6.8 Identify non-governmental sources of funding, e.g., foundations.

## Unit 7. Working with Parents

### General Outcome:

7.0 The students should be able to recognize the major components of a parent education and communication program.

### Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

- 7.1 Identify values and problems in working with parents.
- 7.2 Identify the legal rights of parents.
- 7.3 Identify value of parent involvement in a preschool program.
- 7.4 Identify specifics in regard to making a parent reception area meaningful to parents.
- 7.5 Identify major purposes for the parent handbook.
- 7.6 Identify major considerations in regard to conferencing and parent participation.
- 7.7 Identify purposes, effect and types of parent educational initiatives.

## **Unit 8. Marketing, Financing and Budgeting**

### General Outcome:

8.0 The students should be able to discuss the methods of establishing successful financial and marketing plans for childcare facilities.

### Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

8.1 Discuss financial resources and funding sources available to early childhood programs.

8.2 Estimate program costs and prepare start-up budgets.

8.3 Evaluate operational budgets for early childhood programs.

8.4 Describe cost efficiency and analysis of program costs, revenues and expenditures.

8.5 Discuss effective program marketing procedures and strategies.