Course Prefix and Number: CDYC 280  Credit hours: 3

Course Title: Administration of Early Childhood Programs

Course Prerequisites: Three (3) years of experience as a director in a child care setting or CDA credential (or test-out equivalent), and permission from the CDYC program coordinator

Textbook(s): Click, Phyllis and Kim Karkos, Administration of Programs for Young Children, 9th ed., Cengage Publishing

Course Description: This course is designed for directors of childcare centers or students who have plans to become a director in a childcare facility. Topics include: quality programs in childcare, determining the needs of the community, planning the budget, writing a business proposal, childcare licensing and other laws, facility regulations, supplies and equipment, staff issues, marketing, daily program, responsibilities, parenting concerns and other administrative matters.

Learning Outcomes:

At the end of the course, the student will:

A. plan, organize, administer and evaluate all aspects of quality child care programs.

To achieve the learning outcomes, the student will:

1. describe the qualities of a good early childhood program; (A, 1-12)
2. explain the role and describe how to manage the responsibilities of a director; (A, 1-12)
3. develop a business plan for a child care center; (A, 1) (A, 12)
4. identify the federal laws and state and local licensing regulations pertaining to child care centers; (A, 8)
5. use a site selection checklist to determine the quality of its characteristics; (A, 11) (A, 12)
6. obtain a floor plan of a child care center, and design the indoor environment to include developmentally appropriate furniture, equipment, supplies, and toys; (A, 8) (A, 9) (A, 10) (A, 11)
7. design a daily (full day) schedule for children to include the essential elements of the daily program; (A, 6) (A, 7)
8. obtain a sample job application for staff. Provide criteria for choosing staff and reference forms, a benefit plan, evaluation forms, and a grievance plan; (A, 2) (A, 3) (A, 6)
9. provide an outline or Table of Contents (as part of the center portfolio) to specify the necessary records for a child care center; (A, 5) (A, 6)
10. obtain at least 4 different policies for child care centers; (A, 5) (A, 9)
11. develop an assessment and observation form for staff to document children's behaviors, learning, and activities; (A, 7)

**Course Requirements:** The following are intended to help the learner meet the stated learning outcomes of the course: students will attend class; students will be evaluated on results of semester exams; students will be required to participate in class discussions and activities.

*In addition to requirements stated herein, each instructor will communicate additional requirements unique to his/her section via the instructor’s section syllabus.*

**Course Grading Scale:**

- A 90-100%
- B 80- 89%
- C 70 - 79%
- D 60 - 69%
- F 59% or below

**Attendance Policy:** The college attendance policy is available at http://www.bpcc.edu/catalog/current/academicpolicies.html

**Course Fees:** None

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