Course Prefix and Number: CDYC 282  

Credit hours: 3  

Course Title: Management and Financial Strategies in the Childcare Business  

Course Prerequisites: Permission from the CDYC Program Coordinator  


Course Description: This course is designed to teach the childcare director skills necessary to manage human and financial resources, how to plan for a financially stable enterprise, and how to complete business tasks more quickly and accurately.  

Learning Outcomes:  

At the end of the course, the student will:  

A. understand effective strategies for communicating with staff, parents, upper management boards of directors, and the community;  
B. understand the financial correlation of enrollment and tuition to staffing levels;  
C. plan, create, and manage a budget to track expenditures throughout the fiscal year;  
D. effectively use records to generate objectives and make decisions accordingly in order to create a stable childcare business;  

To achieve the learning outcomes, the student will:  

1. identify one’s self management style and recognize its “pitfalls” in order to effectively manage staff, parents, and community representatives; (A)  
2. plan and conduct a staff meeting; (A)  
3. create a staffing pattern chart in order to determine minimum staffing requirements; (B) (C) (D)  
4. use a spreadsheet to compute the full cost of quality childcare; (B) (C) (D)  
5. determine the fee structure of a given childcare center; (B) (C) (D)  
6. determine a wage matrix for employees and design a benefit package; (A) (B) (C) (D)  
7. write a letter to perspective employees to include the salary and benefit package(s); (B) (C) (D)  
8. develop a job description for a teacher; (A) (B)
9. plan a two month budget and compare it to the actual two month budget. Determine losses and gains and modify accordingly; (C) (D)
10. develop a pre-conference survey for employees to gain feedback about various aspects of the job. Use these surveys to suggest areas for improvement; (A) (D)
11. maintain a file of business forms for childcare centers; (D)
12. create an idea file of successful strategies for communicating with staff, parents, and community representatives. (A) (D)

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

Nondiscrimination Statement: Bossier Parish Community College does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, veteran's status, or sexual orientation in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. Bossier Parish Community College does not discriminate in its hiring or employment practices.

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Revised January 2016