

Virginia Western Community College

CHD 270

Administration of Early Childhood Programs

Prerequisites

None

Course Description

Examines the skills needed for establishing and managing early childhood programs. Emphasizes professionalism and interpersonal skills, program planning, staff selection and development, creating policies, budgeting, and developing forms for recordkeeping.

Semester Credits: 3

Lecture Hours: 3

Required Materials

1. Textbook
2. Internet access
3. Blackboard

Textbook:

Dorothy Sciarra, Anne G.Dorsey, and Ellen Lynch 8th Edition, *Developing and Administering a Child Care and Education Program*, Clifton Park, NY: Cengage. ISBN: 978-1-111-83338-1

Other Required Materials: None

Course Outcomes

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

1. A personal early childhood program philosophy, outcomes and strategies.
2. The ethical code of conduct for early childhood programs.
3. Early childhood program issues in the United States.
4. The major types of early childhood education programs and the regulatory systems for these programs in Virginia.
5. Early childhood accreditation standards and systems.
6. Program planning and evaluation in early childhood settings based on needs assessment.
7. The design of physical space needs for various age groups of children.
8. Human resource policies including recruitment, selection, hiring, and training in early childhood settings.
9. Staffing issues including scheduling, retention, compensation, and recognition.
10. Early childhood program policies for administration, staff, and parents.
11. Appropriate child care management software and technology.
12. The major types of management and leadership styles and their relationship to organizational climate in early childhood settings.
13. Funding sources, program cost components, and strategies for sound fiscal management of programs.
14. Supply/equipment acquisition and maintenance in an early childhood setting.
15. The concept of risk management and insurance coverage in early childhood programs.
16. Food, health, and safety issues/regulations in early childhood programs.
17. Marketing and public relations strategies for programs.
18. Policies and procedures for family involvement in early childhood programs.
19. Strategies for successful community collaborations for early childhood programs.
20. Professional standards as they relate to professional development, professionalism and program management: Core Competencies for Early Childhood Professionals.

Topical Description

1	Course overview, work styles, team roles, director's role
2	Program mission, outcomes, philosophy, and strategies
3	Assessing the need for care
4	Types of childcare programs and their regulation
5	Physical space needs in programs
6	Early childhood program issues
7	Working with a Board, Recruiting staff
8	Recruiting/ hiring staff
9	Professional development of staff
10	Professional Code of Conduct
11	Child Care cost trilemma, program budget
12	Fiscal Management/Software Programs
13	Risk management/Equipping the Center
14	Health/Safety considerations
15	Marketing strategies/Enrollment
16	Evaluation of programs
17	Linking the program to families
18	Community collaborations

Notes to Instructors (portfolio requirements)

1. Students must complete a program budget for a child care center.