

Virginia Western Community College

CHD 270

Administration of Childcare 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.

Lecture 3 hours per week.

3 credits

Semester Credits: 3

Lecture Hours: 3

Required Materials

1. Textbook
2. Internet access
3. Canvas

Textbook:

Dorothy Sciarra, Anne G.Dorsey, and Ellen Lynch 10th Edition, *Developing and Administering a Child Care and Education Program*, Clifton Park, NY: Cengage. ISBN: 9780357513200.

Other Required Materials: None

Course Outcomes

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

- Articulate their own early childhood mission and philosophy, outcomes and strategies
- Identify and apply an ethical code of conduct for early childhood programs
- Identify roles of Early Childhood Administrators
- Analyze management and leadership styles and their relationship to organizational climate in early childhood settings
- Identify the major types of childcare programs and review state and national systems of regulation, accreditation, and program standards
- Identify team roles and functions to establish an early childhood program
- Analyze and apply human resource policies including recruitment, selection, hiring, training and scheduling of staff. Examine issues of employee retention, compensation, and recognition
- Identify and design the physical space needs and supply/equipment needs for various age groups of children
- Identify and plan marketing and public relations strategies for programs
- Develop early childhood program policies and procedures for both staff and families
- Address the challenge of providing a quality, inclusive environment for children with diverse needs
- Describe strategies for family and community collaboration and engagement
- Develop a budget for an early childhood program
- Identify funding sources for early childhood programs
- Identify and review various early childhood curricula
- Describe their role in reporting abuse/neglect and training for mandated reporters
- Identify and apply current State and National standards and competencies as they relate to working with children and families.

Topical Description

1	Roles, responsibilities, and leadership as an early childhood administrator
2	Legal aspects of managing a childcare business
3	Working with agency inspectors and other officials in support of the program
4	Working with families, staff, and community in support of a high-quality program including training, engagement, marketing, and others.
5	Appropriate uses of technology for management purposes

Notes to Instructors

1. Students must complete a program budget for a childcare center.

[ADA Statement](#) (PDF)

[Title IX Statement](#) (PDF)