Administration of Programs for Young Children (CDEC 2326)

Credit: 3 semester credit hours (3 hours)

Prerequisite/Co-requisite: None.

Course Description:
Application of management procedures for early child care education programs, includes planning, operating, supervising, and evaluating programs. Topics cover philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication.

Required Textbook and Materials:
1. *Administration of Programs for Young Children* by P. Click, 8th edition. Cengage Publishers.
   a. ISBN number is 978-0-495-80898-5.
2. A package of #882 Scantrons and #2 pencils.

Course Objectives:
Upon completion of this course, the student will be able to:

1. Develop an initial operational plan.
2. Identify the functions of an administrator.
3. Evaluate an early care and education program.
Course Outline

A. The Day Care Facility
   1. History of Child Care in US
   2. Leadership/Management
   3. Organization/Communication
   4. Ethical Practices
   5. Professional Development

B. The Director: A Broad View
   1. History of Child Care in US
   2. Leadership/Management
   3. Organization/Communication
   4. Ethical Practices
   5. Professional Development

C. Choices: Schools and Programs
   1. Types of Programs
   2. Child Care in Other Countries

D. Setting Goals
   1. Philosophy
   2. Formulating Goals
   3. Developing Objectives
   4. Implementing Goals & Objectives
   5. Evaluating Outcomes

E. Planning: Infants and Toddlers
   1. Infant-Toddler Development
   2. Developmentally Appropriate Infant-Toddler Programs
   3. Activities
   4. Space
   5. Adaptations for Special Needs Infants and Toddlers

F. Planning: Preschool-Age Children
   1. Preschool Development
   2. Developmentally Appropriate Preschool Programs
   3. Activities
   4. Space
   5. Adaptations for Special Needs Preschoolers

G. Planning: School-Age Children
   1. School-Age Development
   2. Developmentally Appropriate School-Age Programs
   3. Activities
   4. Space

H. Staff Selection/Personnel Policies
   1. Staff Turnover
   2. Staff Qualifications

I. Staff Supervision and Training
   1. Supervision of Staff
   2. Evaluation of Staff Performance
   3. Staff Development
   4. Staff Relationships
   5. Burnout

J. Student Teachers/Volunteers
   1. Characteristics of Student Teachers
   2. Role of the Director
   3. Orientation of Student Teachers
   4. Responsibilities of Student Teachers
   5. Reactions of Student Teachers
   6. Volunteers: Planning Service
   7. Orientation & Responsibilities
   8. Volunteer Handbook
   9. Supervision & Recognition Strategies
   10. Keeping Records

K. Budget
   1. Development of Budget
   2. Expenses: Personnel
   3. Expenses: Variable & Fixed
   4. Income
   5. Trial Budget & Analysis
   6. Implementing Final Budget
   7. Keeping Budget Records

L. Maintenance: Health & Safety
   1. Inventory
   2. Safety
   3. Health & Health Goals

L. Food and Nutrition Services
   1. Menu Planning
   2. Food Service for Children
   3. Cooking Experiences for Children
CDEC 2326
Course Syllabus

Grade Scale:

- 1000 – 900 points  A
- 899 – 800 points  B
- 799 – 700 points  C
- 699 – 600 points  D
- 599 – 0 points  F

Course Evaluation:

Final grades will be calculated according to the following criteria:

1. 3 Tests  30%
2. Introductory paper  10%
3. Staff Training Presentation  10%
4. Staff Training Summaries  10%
5. Résumé & Cover letter  10%
6. In Class Assignments  10%
   w/Discussion & Power Pt
7. Professional/Ethics Packet  20%

Course Requirements:

1. Staff Training Presentation
2. Professional Resume
3. In Class Assignments w/Discussion & Power Point Presentation
4. Complete Professional/Ethics Packets

08/2015
Course Policies
1. No food, drinks, or use of tobacco products in class.
2. Beepers, telephones, headphones, and any other electronic devices must be turned off while in class.
3. Do not bring children to class.
4. No late assignments will be accepted.
5. Tests. Students that miss a test are not allowed to make up the test. Students that miss a test will receive a grade of ‘0’.
6. Attendance Policy. Two absences are allowed. If a student is tardy to class or departs early three (3) times, it will be equal to one (1) absence. Each absence beyond two absences will result in a 5 point deduction from your final grade.
7. If you wish to drop a course, the student is responsible for initiating and completing the drop process. If you stop coming to class and fail to drop the course, you will earn an ‘F’ in the course.

Disabilities Statement:
The Americans with Disabilities Act of 1992 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. Among other things, these statutes require that all students with documented disabilities be guaranteed a learning environment that provides for reasonable accommodations for their disabilities. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409) 880-1737 or visit the office in Student Services, Cecil Beeson Building.

Course Schedule: (Subject to revision)

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<tr>
<th>Week of</th>
<th>Topic</th>
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<tbody>
<tr>
<td>Week 1</td>
<td>Course introduction and policies</td>
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<td>Week 2</td>
<td>Chapter 1: Administration</td>
<td>pp. 2 – 29</td>
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<td>Chapter 2: Choices: Schools &amp; Programs</td>
<td>pp. 38 – 58</td>
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<td>Week 3</td>
<td>Introductory Paper Due</td>
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<td>Chapter 3: Setting Goals</td>
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<td>Chapter 4: Planning: Infants &amp; Toddlers</td>
<td>pp. 93 - 124</td>
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<td>Week 4</td>
<td>Professional/Ethics Packet: First Half Due</td>
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<td>Chapter 5: Planning: Preschool Age Children</td>
<td>pp. 129 -167</td>
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<td>Week 5</td>
<td>Chapter 6: Planning: School-Age Children</td>
<td>pp. 173 – 188</td>
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<td>Test 1: Chapters 1 – 6</td>
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<td>Week 6</td>
<td>Resume Draft Due</td>
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<td>Staff Presentations Begin</td>
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<td>Week 7</td>
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<td>Week 8</td>
<td>Staff Presentations Continue (as needed)</td>
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### Contact Information:

**Instructor:** Gail Williams  
**Office:** Office 231, MPC building  
**Telephone:** (409) 880-2223  
**E-mail:** gail.williams@lit.edu  
**Office Hours:** 8:30-10 a.m. MWF; 8:30 -10:45 a.m. TR