

# CHLD 90C: ADMINISTRATION & SUPERVISION OF CHILDREN'S PROGRAMS PART II

## Foothill College Course Outline of Record

Heading	Value
Effective Term:	Summer 2022
Units:	4
Hours:	4 lecture per week (48 total per quarter)
Advisory:	Completion of nine units of Child Development courses.
Degree & Credit Status:	Degree-Applicable Credit Course
Foothill GE:	Non-GE
Transferable:	CSU
Grade Type:	Letter Grade Only
Repeatability:	Not Repeatable

## Student Learning Outcomes

- Analyze the effectiveness of various marketing materials summarizing information about early care and education programs.
- Demonstrate knowledge needed to effectively market an early care and education program
- Research and analyze typical operations in an early care and education program such as a parent tour, a parent conference, developing a staff handbook, staff orientation, parent education, developing health and safety standards, developing a staff development day.

## Description

Study of the development of the components of a quality early care and education program including the administrator's responsibilities in equipping the program, staffing, marketing the program, selecting, grouping and enrolling the children. Also included are the administrative responsibilities of food management, health and safety programs, evaluating center components, staff professional development, working with families, volunteers and the community.

## Course Objectives

The student will be able to:

- Analyze and apply criteria for making appropriate equipment and materials decisions for an early care and education program.
- Demonstrate knowledge of interviewing and selection criteria in employment of qualified staff for an early care and education program.
- Formulate and demonstrate a marketing strategy for selling enrollment in an early care and education program.
- Develop a plan to select, group and enroll children in an early care and education program.

- Describe important components of a food management, health and safety risk management program for an early care and education program.
- Use the Early Childhood Environment Rating Scale (ECERS) to evaluate quality standards of an early care and education program.
- Construct a professional growth and development plan based on specific individual staff needs.
- Identify key aspects of working with families, volunteers and the community in the role of an administrator of an early care and education program.

## Course Content

- Analyze and apply criteria for making appropriate equipment and materials decisions for an early care and education program
  - Establishing needs
  - Using selection criteria
  - Working within a budget
  - Ordering equipment
  - Managing equipment
- Demonstrate knowledge of interviewing and selection criteria in employment of qualified staff for an early care and education program
  - Designing personnel policies
  - Designing job descriptions
  - Selecting employees and orienting the employee
  - Handling turnover
- Formulate and demonstrate a marketing strategy for selling enrollment in an early care and education program
  - Understanding concepts of marketing an early care and education program
  - Creating and presenting a parent tour for selling enrollment in an early care and education program
- Develop a plan to select, group and enroll children in an early care and education program
  - Chronological vs. vertical grouping
  - Inclusion of atypically developing children
  - Developing forms and systems
  - Confidentiality
  - Intake procedures
  - Visits to the program and phasing in of child entering the program
- Describe important components of a food management, health and safety risk management program for an early care and education program
  - Understanding the importance of staff training and reporting of child abuse
  - Components for providing a complete food service
  - Monitoring procedures for caring injured or sick children
  - Emergency plans for natural or national disasters
- Use the Early Childhood Environment Rating Scale (ECERS) to evaluate quality standards of an early care and education program
  - Administrator's role in evaluation
  - Criteria for selecting an assessment tool
  - Methods of assessing children's progress
  - Examination of various program quality assessment tools
- Construct a professional growth and development plan based on specific individual staff needs

- i. Identifying career levels of teachers to plan professional development strategies
  - ii. Staff meetings and in service training
  - iii. Principles of supervision
- h. Identify key aspects of working with families, volunteers and the community in the role of an administrator of an early care and education program
- i. Components of a parent program
  - ii. Components of a parent handbook
  - iii. Recruiting and training volunteers
  - iv. Value of administrator's involvement in the community

## Lab Content

Not applicable.

## Special Facilities and/or Equipment

When taught via Foothill Global Access, on-going access to computer with email software and hardware; email address.

## Method(s) of Evaluation

Methods of Evaluation may include but are not limited to the following:

Interview of program director and evaluation of an early care and education program using ECERS (Early Childhood Environment Rating Scale)

Written assignments

Class discussion and participation

Tests on text reading

Create and present a mock parent tour of an early care and education program

Development of an organizational structure

Final written paper

## Method(s) of Instruction

Methods of Instruction may include but are not limited to the following:

Lecture

Cooperative learning and small group activities

Discussion of assigned readings

Observations

Oral presentations

Guest speakers and panelists

Final assessment paper

## Representative Text(s) and Other Materials

Curtis, Deb, Margie Carter, and Luz Maria Casio. [The Visionary Director: A Handbook for Dreaming, Organizing and Improvising Your Center, 3rd ed.](#) 2020.

## Types and/or Examples of Required Reading, Writing, and Outside of Class Assignments

- a. Reading and study of the text
- b. Reading and written response to test questions, assignments and relevant articles and online reading material
- c. Reaction writing assignments to guest speakers, video viewings, and experiences such as research projects and field trips
- d. Research, planning and written evaluation of individual or group creative projects

## Discipline(s)

Child Development/Early Childhood Education