

BUTTE COLLEGE

COURSE OUTLINE

I. CATALOG DESCRIPTION

CDF 84 - Administration I: Programs in Early Childhood Education

3 Unit(s)

Prerequisite(s): NONE

Recommended Prep: Reading Level V; English Level IV; Math Level III

Transfer Status: CSU

51 hours Lecture

This course is an introduction to the administration of early childhood programs, including program types, budget, management, regulations, laws, development and implementation of policies and procedures. The course will examine administrative tools, philosophies, and techniques needed to organize, open, and operate an early care and education program. This course partially meets the administrative units required by the State of California to meet licensing requirements and administrative units for the Child Development Permit.

II. OBJECTIVES

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

- A. Compare and contrast various program structures, philosophies and curriculum models.
- B. Identify strategies to ensure equity and respect for children, families, staff and colleagues.
- C. Summarize systems and methods to support sound fiscal operations in a variety of early childhood education settings.
- D. Demonstrate knowledge of compliance with regulatory systems.
- E. Assess various methods and tools of evaluation.
- F. Examine effective policies and procedures for staffing and scheduling.

III. COURSE CONTENT

A. Unit Titles/Suggested Time Schedule

Lecture

<u>Topics</u>	<u>Hours</u>
1. Introduction and Review of Course Objectives	2.00
2. Overview of responsibilities of administrator	1.50
3. Policies, procedures and handbooks	2.50
4. Staffing and scheduling	1.50
5. Hiring, review and evaluation	1.50
6. Working with boards, families and community	2.00
7. Advocacy and public policy	1.50
8. Strategic Planning (e.g. start-up, needs assessment, marketing)	6.00
9. Finances, budget, record keeping, grant writing and fundraising	9.00
10. Overview of regulations	1.50
11. Title 22, Title 5, Education Code	1.50
12. Health and safety codes including playground codes	1.50
13. Mandating reporting	3.00
14. American with Disabilities Act (ADA)	1.00
15. Emergency preparedness	1.50
16. U.S. Department of Agriculture (USDA) Food services and programs	1.50

17. National Association for the Education of Young Children Accreditation (NAEYC)	1.50
18. Overview of Program Development	1.50
19. Development of program mission, philosophy, and values	1.50
20. Program models and approaches (e.g., Montessori, Waldorf, Head Start, State PreK, Play, Project)	1.50
21. Managing the classroom environment (e.g., quality, diversity, anti-bias, and inclusion)	1.50
22. Program curriculum planning cycle	3.00
23. Program evaluation tools	1.50
Total Hours	51.00

IV. METHODS OF INSTRUCTION

- A. Lecture
- B. Class Activities
- C. Homework: Students are required to complete two hours of outside-of-class homework for each hour of lecture
- D. Demonstrations
- E. Problem-Solving Sessions
- F. Multimedia Presentations

V. METHODS OF EVALUATION

- A. Exams/Tests
- B. Projects
- C. Homework
- D. Class participation
- E. Class Discussion
- F. Program Observation

VI. EXAMPLES OF ASSIGNMENTS

- A. Reading Assignments
 - 1. Read a personnel policy manual from a child care center and come prepared to discuss its daily implications in practice.
 - 2. Read and examine the components of a parent handbook and be prepared to discuss the function of each component.
- B. Writing Assignments
 - 1. Write 10-12 interview questions for a current child care director and practice their implementation with a classmate prior to interviewing an director.
 - 2. Construct a teacher schedule based on fictitious enrollment/ratios and be prepared to justify your choices.
- C. Out-of-Class Assignments
 - 1. Visit a local licensing office and review a licensing report or attend a child care licensing orientation meeting and present findings to class.
 - 2. Use quality indicators set by the field of early education to evaluate a child care setting and be prepared to discuss your findings.

VII. RECOMMENDED MATERIALS OF INSTRUCTION

Textbooks:

- A. Freeman, N., Decker, C. & Decker, J.. Planning and Administration of Early Childhood Programs. 10 Edition. Prentice Hall, 2012.

B. Sciarra, D. & Dorsey A. Developing and Administering a Child Care and Education Program. 8th Edition. Wadsworth, 2012.

Materials Other Than Textbooks:

- A. Manual of Policies and Procedures: Child Care Centers (Title 22)
- B. Curtis, D. & Carter, M. The Visionary Director: A Handbook for Dreaming, Organizing, and Improvising in Your Center, 2nd ed. Readleaf, 2009.
- C. Harms, T., Clifford, R., & Cryer, D. Early Childhood Environmental Rating Scale-3. New York: Teacher's College Press, 2014
- D. Pinata, Robert, Laparo, Karen & Hamre, Bridget. Classroom Assessment Scoring System. Baltimore: Brookes Publishing

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