

**MAYLAND COMMUNITY COLLEGE**  
**Welcomes You To:**  
**EDU 261 Section 10**  
**Early Childhood Administration I**  
**Credit Hours: 3    Contact Hours: 3**

**TERM Spring 2007**

**Course Description**

This course covers the policies, procedures, and responsibilities for the management of early childhood education programs. Topics include implementation of goals, principles of supervision, budgeting and financial management, and meeting the standards for a NC Child Day Care license. Upon completion, students should be able to develop program goals, explain licensing standards, determine budgeting needs, and describe effective methods of personnel supervision.

**Prerequisites:** MAT 60

**Corequisites:** None

**Instructor Information**

<b>Instructor:</b>	Judy S. Stevens
<b>Office Location:</b>	Gwaltney Hall, room 207
<b>Telephone Number:</b>	(828) 765-7351, extension 380
<b>E-mail Address:</b>	jstevens@mayland.edu
<b>Office Hours:</b>	Monday – 3:30 – 5:00 PM Tuesday – 12:30 – 4:30 PM Wednesday - 12:30 – 4:30 PM Thursday - 12:30 – 4:30 PM Friday - 8:30 – 9:00 AM; 12:00 noon – 2:00 PM

**Course Information**

Class meets on Monday 12:30 - 3:20 PM in room 207, Gwaltney Hall

- On delayed schedule, class meets at 1:45 – 3:05 PM

**Required Text(s):** Sciarra, Dorothy June and Anne G. Dorsey. **Developing and Administering A Child Care and Education Program.** 6th Edition. New York: Thomson Learning. 2007.

Jenkins, Elizabeth. **Administration in Early Education.** New York: Thomson Delmar Learning. 2007.

NC Department of Health and Human Services, Division of Child Development. **Child Care Requirements.** 2006.

**LRC Resources:** Early Childhood books, magazines, journals

**Required supplies:** 2" to 2 1/2" ring binder notebook, 6 page dividers with tabs

**Course Objectives/Competencies:**

1. Develop and state a personal philosophy of early childhood education and family support.
2. Develop program goals based on individual philosophy of early childhood education and family support.
3. Identify state licensing and sanitation regulations, and describe their purpose and their importance for maintaining program quality and a safe and healthy environment.
4. Describe required and commonly used record-keeping practices of a child care program, and identify methods of efficient record-keeping.
5. Describe key components of personnel policies that include at least 8 of the following topics: program philosophy, program goals, hiring procedures, employee performance reviews, employee benefits, grounds for disciplinary action/dismissal, continuing professional development, overtime policy, and/or orientation procedures.
6. Develop a written job description for teachers and other employees working in child care programs.
7. Identify key legal issues relevant to child care programs including personnel/labor laws, reporting suspected child abuse and neglect, program liability, child custody, and the Americans with Disabilities Act.
8. Identify key community and statewide organizations/agencies that are a resource for child care programs and the families they serve, and utilize information about these organizations in assisting families to access resources.
9. Determine income and expense needs of a program, and develop a line-item budget based on these needs.

**Attendance Policy/Tardiness/Make-Up Work:**

Regular class attendance is regarded as essential to the academic progress of the student. You are expected to attend class and are responsible for contacting the instructor if you must be absent from class. To reward attendance and to allow for legitimate absences, attendance is counted as one test grade. The grade is computed as follows: 16 class meetings: 6.25 points for each attendance. **Two** tardies will equal one absence. You will be considered tardy if you enter the classroom after the appointed hour to begin. The student must be present for the entire class to receive the attendance points.

Make-up work will be assigned at the instructor's discretion and only in extreme cases. If students have acceptable reasons for absences, make-up work will be assigned and

must be accompanied by a doctor's excuse. This work must be turned in to the instructor within **two weeks** of the date it is assigned; otherwise, it will not be accepted.

### **Grading Criteria/Tests/Projects:**

Grades will be assigned according to the following criteria:

1. Reading materials as they are assigned and being prepared to discuss the materials.
2. Report on the life of a center director. Write a report on the daily life of a center director using the following as a guide: interview a center director; discover requirements as set forth by the Division of Child Development , DSS, the Child Care consultant (NC Child Care Requirements will help), and other agencies which deal with child development centers; read at least **6** articles in **Early Childhood Information Exchange** magazine; and compile this information into a report concerning your findings. Guidelines for the report are as follows: Relate information gathered while working on portfolio assignments to your perception of the duties of a director. Include your true thoughts and perceptions as you research this area of study. Written report must be word processed: 5 to 7 pages, 14 font, double spaced. List sources of information in a bibliography (use MLA format). Due on **March 26**.  
\* Students will participate in a discussion of a director's daily life on the due date.
3. Participation in class activities.
4. Students are encouraged to research available materials in the LRC.
5. Portfolio: Each student will develop a portfolio following guidelines listed on the sheet entitled "Minimum Standards for Completion of Portfolio Assignments", which will be provided by the instructor.

The activities are broken down into **6** content areas: Leadership, Program, Rules and Regulations, Financial Management, Staff and Organizational Management, and Public Relations & Community Outreach. Each area has activities for Levels I, II, and III. Each student must successfully complete the listed activities from each of the 6 content areas (listed above) at Level I to pass this course and to receive the NC Early Childhood Administrators Credential. If you meet the minimum requirements, you may work toward Level II or Level III.

At the end of this course, the instructor will complete a Checklist for each student indicating which portfolio assignments have been successfully completed. Your checklist is then submitted to the Division of Child Development (after you complete EDU 261

and EDU 262), and is used to assess your completion of requirements. If all requirements for both courses are met and the necessary application forms are complete, you will be awarded a North Carolina Early Childhood Administrators Credential.

Portfolio is due on **April 23**. The portfolio will **not** be accepted after that date (unless inclement weather prevents class meeting).

The required assignments for level I are as follows:

- A. Identify a professional organization to which you want to belong. Secure information on this organization, including information on becoming a member, and list benefits to you as a director. **Leadership I.C.**
- B. Develop a list of resources you would include in a resource library for you and your staff. Resources might include reference guides for local agencies, books on child care administration, early childhood journals, curriculum guides, etc. **Leadership 1.B.**
- C. Develop a written mission and goals statement for your center or a center in your community. **Program I. A.**
- D. Describe 5 strategies you use or plan to use to involve families in your program. **Program 1.C.**
- E. Create a resource file with contact information for key local and state consultants who can provide technical assistance and support in meeting local and state regulatory requirements. This resource file should be comprehensive to reflect the wide variety of issues such as fire, building, sanitation, food program, and purchase of care standards. **Rules & Regulations I.C.**
- F. Create a form and describe how it monitors the education and ongoing training completed by staff. **Rules & Regulations 1.A.**
- G. Develop a written fee policy for your center or a center in your community. Policy should include information on amount of fees, when they are due, and consequences for late payment. **Financial Management 1.A.**
- H. Develop a center budget showing line items and amounts for both projected income and expenses. **Financial Management I.B.**

I. Provide a written job description for a teacher in your center or in a center in your community. **Staff & Organizational Management I.A.**

J. Develop written procedures for interviewing prospective candidates for an open staff position. Include questions that will be asked of the candidate, and information that will be provided to the candidate. **Staff Organizational Management 1.B.**

K. Create an ad to fill vacant 4-year-old spaces in your child care center or a center in your community. **Public Relations & Community Outreach I.A.**

L. Design a simple flyer or poster describing (1)a center event, (2)the need for increased enrollment, or (3)hiring opportunities in your child care center or a center in your community. **Public Relations & Community Outreach 1.B.**

**\*\*See Minimum Standards for Completion of Portfolio Assignments (provided by the instructor) for additional information to help you complete these assignments. You may also contact your instructor for assistance.**

Portfolio Assignments are due as follows:

**A and B on January 22**

**C and D on February 5**

**E and F on February 19**

**G and H on March 19**

**I and J on April 2**

**K and L on April 16**

\* If you choose to work on Level II or III, see your instructor for additional assignments.

6. Tests on material covered in class and assigned readings. Students are expected to take tests on assigned date. If this is not possible, you are responsible for making prior arrangements with the instructor. All make-up tests must be taken within **one week** of assigned date. After one week, the grade for the test will be zero. Any bonus questions given on the original test will not be given on make-up tests. It is the student's responsibility to initiate the make-up arrangement.

Unannounced pop quizzes may be given at the instructor's discretion and may not be made up if missed. Homework assignments may be given at the instructor's discretion and will be due the following class meeting. Late assignments will be penalized **10 points per day late.**

7. Assignments are due according to dates printed on the syllabus or at times specifically assigned by the instructor, whether the student is present or not. If you know that you must be absent on the due date of an assignment, turn it in to the instructor early to avoid a late penalty. Failure to turn in an assignment on the due date will result in a **10 point** deduction for each class day it is late. If problems arise, you are encouraged to contact the instructor prior to the due date.

If you are experiencing difficulty in this course, please contact the instructor for assistance. If the instructor deems it necessary, he/she may request an individual conference with you.

**Grading Criteria:**

<b>Participation</b>	<b>10%</b>
<b>Tests</b>	<b>20%</b>
<b>Report</b>	<b>20%</b>
<b>Portfolio</b>	<b>50%</b>

- You must make at least a grade of **C** in this course to receive the North Carolina Early Childhood Administrators Credential.

**Grading Scale:**

**A = 94 - 100**  
**B = 86 - 93**  
**C = 78 - 85**  
**D = 70 - 77**  
**F = Below 70**

**Inclement Weather Procedures:**

In all periods of inclement weather you are reminded to use sound judgment when making travel decisions. Life and safety are the primary considerations. We expect you to give due consideration to your responsibility for attendance; however, we expect you to make decisions of whether to travel on unsafe highways and to accept the responsibility for your decisions. Make-up work will be assigned according to procedures already cited in this syllabus.

Additional information concerning inclement weather is listed in the Student Handbook.

**Academic Standards/Student Expectations/Ethics:**

In addition to academic performance, students should exhibit the qualities of honesty and integrity. Any form of dishonesty: cheating, fabrication, facilitation of academic dishonesty, plagiarism, etc., will make student subject to disciplinary action. If there is suspicion of any of the above items, the student will be called in for a conference. If there is sufficient proof that any of the above has occurred, the student will be reprimanded according to the MCC Academic Integrity Procedure.

In summary, **Honesty is the best policy!**

The incomplete grade, "I", indicates that a student has failed to complete all of the required work for the class due to unusual circumstances. Should you request and receive an "I" for this course, it must be removed before the end of the next semester or at other times specified by the instructor to avoid the grade changing to an "F".

**While I have attempted to be as thorough as possible with this syllabus, course procedure may vary from this outline to meet the needs of this particular group of students. If you have concerns about any information printed in this syllabus, please share your concerns with the instructor.**

**Withdrawal Dates:**

**Spring 2007**

**End of Unconditional Withdrawal: Tuesday, February 13, 2007**

**End of Conditional Withdrawal: Tuesday, March 27, 2007**

**ADA statement: Any student requesting special accommodations for this course due to a disability should apply for services through the SOAR Office or the Counseling Center, which will document the disability. A counselor will then help determine which accommodations, if any, the student needs for success in this course.**

### **Course Outline/Weekly Topics**

Week 1	Introduction, Course Syllabus
Week 2	Developing Interpersonal Relationships
Week 3	Establishing A Program
Week 4	Portfolio
Week 5	Handling Financial Matters

Week 6	Developing A Center Facility
Week 7	Equipment
Week 8	Designing Personnel Policies
Week 9	Portfolio
Week 10	Job Descriptions
Week 11	Publicizing the Center
Week 12	Grouping and Enrolling Children
Week 13	Portfolio
Week 14	Licensing
Week 15	Staff Development
Week 16	Working with Parents, Evaluation