

# MAYLAND COMMUNITY COLLEGE



**EDU 262, Section 20**  
**August 2006**

**PO Box 547**  
**or**  
**200 Mayland Drive**  
**Spruce Pine, NC 28777**  
**828-765-7351 or 1-800-462-9526**  
**Mayland.edu**

**MAYLAND COMMUNITY COLLEGE**

**Welcomes You To:**

**EDU 262, Section 20**

**Early Childhood Administration II**

**Credit Hours: 3**

**Contact Hours: 3**

**Fallx 2006**

**Course Description**

This course provides a foundation for budgetary, financial, and personnel management of the child care center. Topics include budgeting, financial management, marketing, hiring, supervision, and professional development of a child care center. Upon completion, students should be able to formulate marketing, financial management, and fund development plans, and develop personnel policies including supervision and staff development plans.

**Prerequisites:** EDU 261

**Corequisites:** None

**Instructor Information**

**Instructor:**

Judy S. Stevens

**Office Location:**

MCC Administration building, room 207

**Telephone Number:**

(828) 765-7351, extension 380

**E-mail Address:**

jstevens@mayland.edu

**Office Hours:**

Monday 11:00 – 12:00 Noon; 1:00 – 5:00 PM

Tuesday 9:00AM – 12:00 Noon; 2:30 - 4:30 PM

Wednesday 11:00 – 12 Noon; 1:00 - 5:00 PM

Thursday 9:00 AM – 12:00 Noon; 2:30 - 4:30 PM

Friday 11:00 AM – 12:00 Noon; 1:00 – 2:00 PM

**Course Information**

This class will meet on Monday 6:00 – 8:50 PM in room 207 in Gwaltney Hall. On delayed schedule, class will meet at the regular time.

**Required Text(s):**

**The Art of Leadership: Managing Early Childhood Organizations.** Revised Edition. Edited by Bonnie and Roger Neugebauer. Exchange Press, Inc. 2003.

**Inside Child Care. Trend Report 2000.** Edited by Roger Neugebauer. Exchange Press, Inc. 1999.

**LRC Resources:**

Books, magazines, and journals related to management of

child care programs

**Required supplies:** Three-ring binder (at least 11/2"), tabbed index dividers

**Course Objectives/Competencies:**

1. Identify leadership characteristics and behaviors, and describe their application for the child care administrator.
2. Describe the characteristics of an inclusive child care environment that respects the diversity of children, families, staff, and the community.
3. Identify key issues in program development tied to recent research findings about young children.
4. Identify at least five time/organizational management strategies and describe their application to the task of directing a child care center.
5. Identify strategies to involve and work with families in the child care program.
6. Identify family friendly policies and practices in child care programs.
7. Identify personnel and staff development policies and practices that encourage and motivate staff.

**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 will be 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 are 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. If students have acceptable reasons for absences, make-up work will be assigned. This work must be turned in to the instructor within **one week** of the date it is assigned.

**Grading Criteria/Tests/Projects:**

Grades will be assigned according to the following criteria:

1. Reading materials as they are assigned.
2. Participation in all assigned activities and discussions on a professional level.

3. Review of 4 magazine, journal, newspaper, and/or internet articles related to the administration of a child care program. Students will read the article, summarize the information, and critique this information in one to one and one-half pages. Reviews must be typed, using 12 font and be double spaced. Reviews are due on the following dates:

**August 28**  
**October 16**

**September 18**  
**November 6**

\*Students will share reviews with class on specified dates.

4. Tests on material covered in class and assigned readings. You are expected to take tests on assigned date. If this is not possible, you are responsible for making 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.
5. Assignments are due according to dates printed on this syllabus or at times specifically assigned by the instructor, whether the student is present or not. If you must be absent on the due date of an assignment, turn in 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. Office hours are listed on this syllabus and you may send an e-mail anytime.

**The following assignments are required for completion of EDU 262.**

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) 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 **December 4**. 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 an instrument for director performance evaluation and describe how it will be used. **Leadership II A.**
- B. Prepare an outline of a workshop you want to present at a state or local conference. Topics can be on curriculum and/or administration. Include a list of resources to be shared with the participants. **Leadership III C.**
- C. Describe the procedures a director should follow when responding to a complaint filed with the Division of Child Development or the Department of Social Services. **Rules and Regulations I B.**
- D. Create an orientation plan for new staff. **Rules & Regulations II B.**
- E. Develop a plan for an open house at your center that would attract prospective families. **Public Relations and Community Outreach II B.**
- F. Develop a plan to invite public officials and community leaders to visit your center. Write a letter of invitation. The letter should include information about the event – when, where, what, who and why. **Public Relations and Community Outreach III B.**
- G. Develop a specific program budget for one age group within the center that illustrates the cost of that program. Be sure to include all administrative and occupancy costs that support this program. **Financial Management II A.**
- H. Develop a salary schedule for staff that reflects at least two of the three components: education, experience and/or performance. **Financial Management III B.**
- I. Identify a current topic or issue in the field of early Childhood development. Develop a plan for how you will introduce this topic or issue to families and teachers in your program. Topics might include brain development, new child care standards, inclusion, portfolio assessment, or multicultural/bilingual education. **Program III B.**

- J. Describe 5 strategies you will or do use to ensure that all children and families feel valued within your center. **Program II A.**
- K. Several of your staff consistently arrive late. Develop an agenda for a staff meeting focused on addressing this problem, and describe how you would involve staff in identifying a solution. **Staff & Organizational Management II C.**
- L. Develop a list of guidelines for involving volunteers in your center. Include information about recruiting, training, and legally maintaining volunteers. **Staff and Organizational Management III B.**

- These assignments are due as follows:

A & B are due on **September 11**  
 C & D are due on **September 25**  
 E & F are due on **October 16**  
 G & H are due on **October 30**  
 I & J are due on **November 13**  
 K& L are due on **November 27**

**\*Students wishing to complete levels II or III must contact the instructor for additional assignments and instructions.**

**Grading Criteria:**

<b>Participation &amp; Class Assignments</b>	<b>20%</b>
<b>Tests</b>	<b>20%</b>
<b>Reviews</b>	<b>10%</b>
<b>Portfolio</b>	<b>50%</b>

**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 the decision 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 on page 9.

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

Please turn off all electronic equipment; cell phones, beepers, or etc. during class, unless you have prior instructor approval. Students are expected to conduct themselves as mature and responsible individuals at all times, showing high regard and respect for the rights, privileges and property of others, including college facilities and property. Students who are disrespectful, exhibit rude or disrespectful behavior to the instructor or other students will be asked to leave class. For grading purposes this will be considered an absence. All students are expected to follow MCC's Conduct Policy & Student Code of Conduct listed in the Student Handbook & Planner, pages 15 - 21. Violation of any regulations or applicable federal, state, or local statutes may result in administrative action up to and including suspension or expulsion.

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 the student subject to disciplinary action.

**Be honest!**

The incomplete "I" grade indicates that the student has failed to finish a portion 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 to avoid the grade automatically changing to an "F".

**Please retain a copy of this syllabus and refer to it often; this is your guide to course expectations and requirements. If this syllabus is lost request a new one.**

**Administrative Withdrawal Policy:**

If a student has not been in contact with the instructor and has not attended class for a two-week period, an administrative withdrawal will be submitted by the instructor. Following this procedure, the student will not be allowed to re-enroll in the class this semester.

**Withdrawal Dates:**

**Fall 2006**

End of Unconditional Withdrawal	Friday, September 22, 2006
End of Conditional Withdrawal	Monday, October 30, 2006

**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**

<b>Week 1</b>	<b>Introduction Portfolio Requirements</b>
<b>Week 2</b>	<b>Leadership Characteristics and Behaviors</b>
<b>Week 3</b>	<b>Respect for Diversity</b>
<b>Week 4</b>	<b>Key Issues in Program Development</b>
<b>Week 5</b>	<b>Time Management</b>
<b>Week 6</b>	<b>Strategies for Working with Families</b>
<b>Week 7</b>	<b>Portfolio Review</b>
<b>Week 8</b>	<b>Family Friendly Policies and Practices Mid-Term Evaluation</b>
<b>Week 9</b>	<b>Marketing Plans</b>
<b>Week 10</b>	<b>Personnel Policies and Practices</b>
<b>Week 11</b>	<b>Staff Development Policies and Practices</b>
<b>Week 12</b>	<b>Financial Status of Child Care Center</b>
<b>Week 13</b>	<b>Salary Schedules for Staff</b>
<b>Week 14</b>	<b>Evaluation of Personnel, Program</b>
<b>Week 15</b>	<b>Fee Setting and Collection Practices</b>
<b>Week 16</b>	<b>Topics of Interest to Students Final Evaluation</b>

