**TAFT**COLLEGE

Early Care, Education and Family Studies (ECEF) 1621 Administration I:  Planning and Administering an Early Care, and Education Program (3 Units) (DS6) CSU
[formerly Early Childhood Education 1621; Early Childhood Education 4]

Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended

Total Hours:  48 hours lecture

Catalog Description:  This course is an introduction to administration and management of a program in early care, and education. It covers program types, budgets, regulations and laws, development and implementation of policies and procedures, and examines administrative tools, philosophies, and techniques for opening and operating an early care and education program.

Type of Class/Course: Degree Credit

Text:
Sciarra, Dorothy June, and Anne G. Lynch. *Developing and Administering a Child Care Center*. 5th ed. Boston: Cengage, 2003. Print.

Elkind, David. *The Hurried Child. Growing Up Too Fast Too Soon*. 3rd ed. Cambridge: Perseus, 2001. Print
Hearron, Patricia F. and Verna Hildebrand. *Management of Child Development Centers*. 6th ed. Upper Saddle River: Pearson, 2007. Print.

Gartrell, Daniel. *A Guidance Approach to Discipline*. Albany: Delmar, 1994. Print.

Additional Instructional Materials: None

Course Objectives:

By the end of the course a successful student should be able to:

1. Compare and contrast various program structures, philosophies and curriculum models,
2. identify the responsibilities involved in the planning and administration of an ECEF program,
3. identify strategies to ensure equity and respect for children, families, staff and colleagues,
4. demonstrate knowledge of compliance with licensing and regulatory systems,
5. assess various methods and tools of evaluation,
6. examine effective policies and procedures for staffing and scheduling, and
7. analyze systems and methods to support sound fiscal operations in a variety of ECE settings.

Course Scope and Content:

Unit I        Overview of Existing ECEF Programs
                A.   Private and Public Programs

B.  State and Federally Funded
C.  Religious based and family child care
D.  Before and after school programs

Unit II    Responsibility of Administrator
A.  Policies, procedures and handbooks
B.  Staffing and scheduling
C.  Hiring, review and evaluation
D.  Use of technology
E.  Working with boards, families and the community
F.  Advocacy and public policy
G.  Strategic planning
H.  Training and Professional Development
I.  Finances
    1.  Budget
    2.  Record Keeping
    3.  Fundraising and Grant Writing

Unit III   Regulations
A.  Title 22, Title V and Education Code
B.  Health and safety codes
C.  Abuse and mandated reporting
D.  Americans with Disabilities Act (ADA), Individuals with Disabilities Education Act (IDEA) – specific to children with special needs
E.  Emergency preparedness
F.  Accreditation
G.  Food Services

Unit IV   Program Development
A.  Mission, philosophy, values
B.  Culture and program climate
C.  Program models
D.  Diversity and inclusion
E.  Managing the environment
F.  Facilities
G.  Curriculum
H.  Routines and Schedules
I.  Program Evaluation Tools
J.  Training Opportunities

Learning Activities Required Outside of Class:

The students in this class will spend a minimum of 6 hours per week outside of the regular class time doing the following:

1.  Skill practice
2.  Completing required reading
3.  Written work
4.  Problem solving
5.  Observing in an administrative environment

Methods of Instruction:

1. Films or videos when available
2. Workshops and visitations to child care sites
3. Visiting specialists
4. Class presentation

Methods of Evaluation:

1. Substantial writing assignments, including:
   a. reports
   b. term papers
   c. essay examinations
2. Computational or non-computational problem-solving demonstrations, including:
   a. homework problems
   b. field work studies
   c. examinations
3. Skill demonstrations, including:
   a. class performances
   b. performance examinations
   c. field work observations
4. Other examinations, including:
   a. multiple choice
   b. matching items
   c. true/false items
   d. completion or problem-solving

Supplemental Data:

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| TOP Code: | 130580: Child Dvlpmnt Admin & Manage |
| SAM Priority Code: | C: Clearly Occupational |
| Distance Education: | Online; Offline |
| Funding Agency: | Y: Not Applicable(funds not used) |
| Program Status: | 2: Stand-alone |
| Noncredit Category: | Y: Not Applicable, Credit Course |
| Special Class Status: | N: Course is not a special class |

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| Basic Skills Status: | N: Course is not a basic skills course |
| Prior to College Level: | Y: Not applicable |
| Cooperative Work Experience: | N: Is not part of a cooperative work experience education program |
| Eligible for Credit by Exam: | E: Credit By Exam |
| Eligible for Pass/No Pass: | C: Pass/No Pass |
| Taft College General Education: | NONE |