

Administration of Programs for Young Children

(CDEC 2326)



Credit: 3 semester credit hours (3 hours)

Prerequisite/Co-requisite: None.

Course Description:

Application of management procedures for early child care education programs, includes planning, operating, supervising, and evaluating programs. Topics cover philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication.

Required Textbook and Materials:

1. *Administration of Programs for Young Children* by P. Click, 8th edition. Cengage Publishers.
 - a. ISBN number is 978-0-495-80898-5.
2. A package of #882 Scantrons and #2 pencils.

Course Objectives:

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

1. Develop an initial operational plan.
2. Identify the functions of an administrator.
3. Evaluate an early care and education program.

Course Outline:

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|------------------------------------|--|
| A. The Director: A Broad View | 1. Infant-Toddler Development |
| 1. History of Child Care in US | 2. Developmentally Appropriate Infant-Toddler Programs |
| 2. Leadership/Management | 3. Activities |
| 3. Organization/Communication | 4. Space |
| 4. Ethical Practices | 5. Adaptations for Special Needs Infants and Toddlers |
| 5. Professional Development | E. Planning: Preschool-Age Children |
| B. Choices: Schools and Programs | 1. Preschool Development |
| 1. Types of Programs | 2. Developmentally Appropriate Preschool Programs |
| 2. Child Care in Other Countries | 3. Activities |
| C. Setting Goals | 4. Space |
| 1. Philosophy | 5. Adaptations for Special Needs Preschoolers |
| 2. Formulating Goals | F. Planning: School-Age Children |
| 3. Developing Objectives | |
| 4. Implementing Goals & Objectives | |
| 5. Evaluating Outcomes | |
| D. Planning: Infants and Toddlers | |

CDEC 2326
Course Syllabi

1. School-Age Development
2. Developmentally Appropriate School-Age Programs
3. Activities
4. Space
- G. Staff Selection/Personnel Policies
 1. Staff Turnover
 2. Staff Qualifications
 3. Staff Recruitment
 4. Application Information
 5. Selection Process
 6. Personnel Records
 7. Classroom Substitute Personnel
- H. Staff Supervision and Training
 1. Supervision of Staff
 2. Evaluation of Staff Performance
 3. Staff Development
 4. Staff Relationships
 5. Burnout
- I. Student Teachers/Volunteers
 1. Characteristics of Student Teachers
 2. Role of the Director
 3. Orientation of Student Teachers
 4. Responsibilities of Student Teachers
5. Reactions of Student Teachers
6. Volunteers: Planning Service
7. Orientation & Responsibilities
8. Volunteer Handbook
9. Supervision & Recognition Strategies
10. Keeping Records
- J. Budget
 1. Development of Budget
 2. Expenses: Personnel
 3. Expenses: Variable & Fixed
 4. Income
 5. Trial Budget & Analysis
 6. Implementing Final Budget
 7. Keeping Budget Records
- K. Maintenance: Health & Safety
 1. Inventory
 2. Safety
 3. Health & Health Goals
- L. Food and Nutrition Services
 1. Menu Planning
 2. Food Service for Children
 3. Cooking Experiences for Children

Grade Scale:

1000 –900 points	A
899 – 800 points	B
799 – 700 points	C
699 – 600 points	D
599 – 0 points	F

Course Evaluation:

Final grades will be calculated according to the following criteria:

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| 1. 3 Tests | 30% |
| 2. Introductory paper | 10% |
| 3. Staff Training Presentation | 10% |
| 4. Staff Training Attendance | 10% |
| 5. Résumé & Cover letter | 10% |
| 6. In Class Assignments
w/Discussion & Power Pt | 10% |
| 7. Professional/Ethics Packets | 20% |

Course Policies

1. No food, drinks, or use of tobacco products in class.
2. Computers, telephones, headphones, and any other electronic devices must be turned off while in class or used only with permission of the instructor.
3. Do not bring children to class.
4. If you wish to drop a course, the student is responsible for initiating and completing the drop process. If you stop coming to class and fail to drop the course, you will earn an 'F' in the course.
5. Additional class policies as defined by the individual course instructor.

Disabilities Statement:

The Americans with Disabilities Act of 1992 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. Among other things, these statutes require that all students with documented disabilities be guaranteed a learning environment that provides for reasonable accommodations for their disabilities. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409) 880-1737 or visit the office in Student Services, Cecil Beeson Building. You may also visit the online resource at <http://www.lit.edu/depts/stuserv/special/defaults.aspx>

Student Code of Conduct Statement:

It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT Catalog and Student Handbook*. *The LIT Catalog and Student Handbook* may be accessed at www.lit.edu or obtained in print upon request at the Student Services Office. Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

revised 2018