

EARLY CHILDHOOD EDUCATION

Preschool Administration -- ED204-3

Instructor: Jennifer Edwards

SPRING 79

This course examines the role of the teacher as administrator and/or supervisor in Early Childhood Education programs in terms of planning, organizing, operating and evaluating such a program.

Course Goals:

1. To provide the students with knowledge and understanding of the role of the administrator in a centre for young children through simulation of the role by planning, operating, and evaluating procedures.
2. To provide the students with concrete experiences by engaging them in a number of practices which will enable them to become more effective administrators, or staff person with an appreciation of the role of the administrator.
3. To develop in the student an ability to work with people in an administrative capacity.

Course Objectives: The student will --

1. Develop a set of objectives for the particular preschool being planned by the student. The objectives will be derived from the values implicit in the student's personal philosophy of preschool education.
2. Present a plan of the physical plant (building, grounds, equipment) which reflect the objectives in (1) and includes short and long-range plans for development and maintenance of the property.
3. Develop an operating budget for the school and a plan for effective record-keeping practices.
4. Develop efficient and effective operating procedures for office and educational program.
5. Develop guidelines for food purchasing and menu planning.
6. Develop personnel policies which include job descriptions, staff orientation and professional development.
7. Present a plan for the children's day at school, including teacher assignment.
8. Develop effective forms which keep accurate and current records of children in the school.
9. Develop a plan to promote effective communication with parents during the school year.

10. Demonstrate a knowledge of the community resources available to children and their families through seminar presentation and file of brochures.

Text: (a) Early Childhood Education: A Workbook for Administrators;
Hewes and Hartman, R & E Research Association, Ltd., San Francisco

(b) Day Nurseries Act (Bill 160)

Syllabus:

- WEEK 1 - Introduction to Course and Assignments
- Reviewing Personal Philosophy of Preschool Education
- WEEK 2 -
3 - Management by Objectives
4 -
5 -
- WEEK 6 - The Plan, Equipment Lists, Costs
- WEEK 7 - Midterm
- WEEK 8 -
9 - Budgets and Financial Records
10 -
- WEEK 11 - Admission Procedures, Children's Information Forms, On-Going Records
of Children
- WEEK 12 - Community Service Seminars
13 -
- WEEK 14 - Project Due, Finish Community Service Seminars

METHODOLOGY:

Lecture, small group discussion, guest lecturers, seminar presentation.

EVALUATION:

- Assignment 1 - 30%
Midterm - 20%
Assignment 3 - 20%
Assignment 4 - 15%
Participation - 15%

Assignments:

1. Submit a written report of plans for your own ideal school considering administrative details necessary for its establishment and operation. This will include government regulations to be met and procedures to be followed in obtaining a licence (Bill 160), administrative policies relating to staff and users of the service, proposed budgets, equipment and supply lists, maintenance, operating policies relating to users of the service, records of children, plans for communicating with parents, brochure describing school. Due date - April 1978.
30%
2. Course Objective #2. The midterm is a "hand-in" test due week ending February 22nd.
20% Midterm
3. Each student will investigate one community agency and make a report to the class about the services the agency provides for parents and their children. To be submitted in typewritten form on the day of presentation. Seminar length - one hour.
20%
4. Course objectives in accordance with schedule attached.
15%

Weekly AssignmentsPreschool AdministrationWeek Ending:Course Objective Number

January 18

One

January 25

Six

February 1

Seven

February 8

Five

February 15

Two

February 22

Two (Midterm)

March 1

Nine

March 8

Three

March 15

Four

March 29

Eight

- 15% of total marks

- each assignment is worth 10 marks except objective two, which is worth 20 marks