

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY  
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title:       PRESCHOOL ADMINISTRATION

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Code No.:           ED 204-3

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Program:            EARLY CHILDHOOD EDUCATION (E.C.E.)

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Semester:           FOUR

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Date:                JANUARY 1991

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Author:             KATHY NIELSEN

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New:                \_\_\_\_\_

Revision:           \_\_\_X\_\_\_

APPROVED: \_\_\_\_\_

*K. DeRosario*  
K. DeRosario, Dean  
School of Human Sciences  
and Teacher Education

DATE: \_\_\_\_\_

*Dec 21/90*

Preschool Administration (ED 204-3)  
Instructor: K. Nielsen

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 programs.

#### 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 members 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 philosophy of preschool education.
2. Present a plan of the physical plant (building, grounds, equipment) which reflects the objectives in #1 above 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 an 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.

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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**

Administering Early Childhood Settings, The Canadian Perspective, Yeats, McKenna, Warberg and Chandler

A Day Nurseries Act (Bill 160)

**SYLLABUS**

**Week 1**

Introduction to Course Assignments  
Reviewing Personal Philosophy of Preschool Education

**Week 2-5**

Management by Objectives  
Job descriptions  
The Plan (location)  
Equipment List, Costs

**Week 6**

The Plan (building costs, floor plan and renovation costs)  
Equipment Lists  
Costs of programme

**Week 7**

Budgets and Financial Records

**Week 8-10**

Admissions Procedures, Children's Information  
Forms, On-going Records  
Assessment Tools

**Week 11**

Medicals, Timetables and Schedules

**Week 12-13**

Community Service Seminars (on-going)

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**Week 14**

**PROJECT DUE**

Finish Community Service Seminars

**METHODOLOGY**

Lecture, small-group discussion, guest lecturers, in-service experience in meal preparation, and seminar presentation will be used.

**EVALUATION**

Assignment 1	50%
Assignment 2	15%
Assignment 3	20%
Assignment 4	15%

**ASSIGNMENTS**

**#1 (Worth 50%):**

Submit type written report of plans for your **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 license (**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, and a brochure describing the school.

Due dates for each section will be announced in class. Final, finished project due April 19, 1991.

**#2 (Worth 15%):**

Plan, cook and serve a nutritious noon meal to preschool children in a day care centre. This will be accomplished at Sault College's Child Development Centre (C.D.C.). Two students will work together each time. Areas for assessment will be planning, preparing, and serving the meals. (Students can present their own menu or sue C.D.C.'s. Menus need to be posted 1 week in advance)

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**#3 (Worth 20%):**

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. A summary of your community agency must be handed out to every student at the time of presentation.

**#4 (Worth 15%):**

Participation, team cooperation

**GRADING**

A+ = 90-100%

A = 80- 89%

B = 70- 79%

C = 60- 69%

R = Less than 60% (Repeat)

**\*NOTE:** The instructor reserves the right to make changes in the course outline where necessary.

**SPECIAL NOTES**

Students with special needs (eg. physical limitations, visual impairments, hearing impairments, learning disabilities) are encouraged to discuss required accommodations confidentially with the instructor.

Your instructor reserves the right to modify the course as he/she deems necessary to meet the needs of students.

Community Agencies

Alcoholics Anonymous	942-6210
Al-Anon	253-2505
Alcoholism and Drug Addiction Research Foundation	256-2226
Algoma Child and Youth Services	942-4331
Algoma Crisis Pregnancy Center	759-9100
Algoma District Mental Retardation Service	254-6487
Algoma Health Unit	759-5287
Dental Services	759-5282
Nutrition	759-5282
Big Brothers	254-4433
Big Sisters	942-1139
Birthright	254-7456
Canadian National Institute for the Blind	949-2610
Canadian Cancer Society	253-4781
Cara House	949-9285
Children's Aid Society	949-0162
Crisis Intervention	759-3826
Family Counselling	759-2756
Infant Development	942-3103
Parents Without Partners	254-6320
Plummer Hospital Child and Family Centre (Out Patient Counselling)	759-3444
Poison Control - Plummer Hospital	759-3800
Special Education - Public School Board	949-7690
- Separate School Board	949-4400
Speech Development	759-5287
Telecare	254-6888
United Way	256-7476
Women in Crisis	759-1230