Course Outline

PROGRAM: Early Childhood Education
COURSE TITLE: Preschool Administration
COURSE INSTRUCTOR: Kathy Nielsen
COURSE NUMBER: ED 204-3
DATE: Jan. '83

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.
Course Objectives continued...

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


The Day Nurseries Act (Bill 160)

Syllabus:

WEEK 1  - Introduction to Course and Assignments
         - Reviewing Personal Philosophy of Preschool Education

WEEK 2  - Management by Objectives

WEEK 3  - The Plant, Equipment Lists, Costs

WEEK 4  - Midterm

WEEK 5  - Budgets and Financial Records

WEEK 6  - Admission Procedures, Children's Information Forms, On-Going Records of Children

WEEK 7  - Community Service Seminars

WEEK 8  - Project Due, Finish Community Service Seminars

Methodology

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

Evaluation

Assignment 1 - 60%
Assignment 2 - 15%
Assignment 3 - 25%
#1. Submit a written report of plans for your own ideal school (8160); 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.

#2. Plan, cook and serve a nutritious noon meal to preschool children in a day care centre. This will be accomplished at the Maycourt Children's Centre. Two students will work together each time. Areas for assessment will be planning, preparation and serving the meals.

#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.

Grading

A - 85%+
B - 75 - 84%
C - 60 - 74%
R - Repeat Course

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