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

COURSE OUTLINE

PROGRAM ADMINISTRATION

Course Title: ED 400-2.
Code No.: INFANT/TODDLER CARE AND EDUCATION
Program: SECOND
Semester: FEB. 11 - MAR. 8 and MAR. 18 - APR. 12, 1985
Date: JUANITA WOOD-ARBUS (Office: Room E472)

New: X Revision:

APPROVED:  N. KOCH
Chairperson

Date 1993 05 07
COURSE DESCRIPTION:
This is an 8-week course of 2 hours per week describing the principles and administration of various types of infant/toddler programs, the role of the care worker, and ethical considerations in these programs. Students will learn methods and techniques for operating a well-balanced program which will provide consistent physiological satisfaction, a warm emotional climate, as well as opportunities for learning according to individual ability.

COURSE OBJECTIVES:
Students will demonstrate an understanding of the principles and administration of various infant/toddler care programs by designing a theoretical infant/toddler care centre.

METHODOLOGY:
Eight two-hour classes, lectures, discussions, guest speakers, assigned handouts and readings, and independent group work.

Project:
To meet some of the objectives of this course, students will design an infant/toddler day care centre. The framework for this project should follow the topics listed below, at the same time keeping in mind the requirements as outlined in Day Nurseries Act. Students must include policies, procedures and pertinent application forms and charts.

Topics to be included:
1. - Goals and Principles (policies, procedures, forms and charts)  
   - Finances
2. - Space and Equipment (diagrams, lists indoor and outdoor)  
   - Staff Management (training, hiring policies, etc.)  
   - Enrolment
3. - Parents (involvement, relations with)  
   - Community Relations (zoning, attitudes, etc.)
4. - Health & Safety
5. - Children's Programs  
   - Routines

cont'd...
Required Texts:


"Day Nurseries Act"

Handouts:

1. Guidelines - Adult Protective Services
2. Pilot Projects - Family Support Services Projects
3. The Toddler and His Play
4. Special Pilot Projects: Infant Education (Infant Stimulation Project)
5. Group Day Care for Toddlers

(text) "Caring for Other People's Children" - a complete guide to Family Day Care: Kemper Alston, Frances: University Park Press, Baltimore, 1984.

Reference Texts:


Also resource manual -


Method of Assessment:

Class participation (attendance and preparedness) 15%
Project (theoretical day care) 70%
Assignments in class (including readings) 15%

Project Assessment:

Projects will be evaluated on content and organization.