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

COURSE OUTLINE

Course Title: PRESCHOOL ADMINISTRATION

Code No.: ED 204-3

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

Semester: FOUR

Date: FEBRUARY 1990

Author: KATHY NIELSEN

New: _______ Revision: ____X____

APPROVED: ______________________ DATE: ___________
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.
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**

*Nursery School and Day Care Center Management Guide*, Cherry, Harkness Kuzma.

*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
The Plan
Equipment List, Costs

**Week 6**
The Plan, Equipment Lists, Costs

**Week 7**
Budgets and Financial Records

**Week 8-10**
Admissions Procedures, Children's Information Forms, On-going Records

**Week 11**
Medicals, Timetables and Schedules

**Week 12-13**
Community Service Seminars (on-going)

**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.
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EVALUATION

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

ASSIGNMENTS

#1 (Worth 50%):
Submit 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 May 14, 1990.

#2 (Worth 15%):
Plan, cook and serve a nutritious noon meal to preschool children in a daycare 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.

#3 (Worth 20%):
Each student will investigate one community agency and make a report to 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+ = 95-100%  
A  = 85- 94%  
B  = 75- 84%  
C  = 60- 74%

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