SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON

COURSE OUTLINE

COURSE TITLE: ADMINISTERING CHILD CARE PROGRAMS

CODE NO.:   ED 266-4   SEMESTER: FOUR

PROGRAM: EARLY CHILDHOOD EDUCATION

AUTHOR: KATHY NIELSEN

DATE: JANUARY 1996   PREVIOUS OUTLINE: JANUARY 1995

NEW: _____   REVISED: _X__

APPROVED: _K. DeRosario_   _Jan 4/96_
K. DeRosario, Dean   Date
School of Human Sciences and
Teacher Education

✸NOTE: Do not discard this outline. It will be required by other educational institutions if you are attempting to obtain credit for this course.

Course Code: (ED 266-4)

Prerequisite: ED 268-3

PHILOSOPHY/GOALS: This course examines the role of the teacher as administrator/or supervisor in Early Childhood Education programmes in terms of planning, organizing, operating and evaluating such programmes.

II.   LEARNING OUTCOMES

1)   Translate one's personal philosophy into a management process which would result in a set of objectives for a specific early childhood setting.

2)   Using the D.N.A. as a guide, develop an administrative package for the operation of an early childhood center, which includes programming for children ages birth to 12 years

3)   Formulate a plan for promoting child advocacy and for facilitating communication within the center and linkages with the local community.

4)   Implement a menu plan

LEARNING ACTIVITIES/REQUIRED RESOURCES

Topics/Unit   Personal Philosophy of Preschool Education
Total Quality Management (TQM)
Continuous Quality Management (CQI)
Application of DNA (ongoing)
Preschool Floor Plan
Equipment Lists and Costs
Renovations
Job Descriptions
Budgets and Financial Records
Costs of Programme
Admissions Procedures, Children's Information
Forms, On-going Records
Medical, Timetables and Schedules

The students will submit type written report of plans for your redesign of the Sault College Child Development Center considering administrative details necessary for its operation. This will include government regulations to be met and procedures to be followed: administrative polices relating to staff and users of the services: proposed budgets, equipment and supply lists; maintenance, operating policies relating to users for the service, records for children, plans for communication with parents and a brochure describing the school.

The student using an already approved menu, will cook and serve snacks and noon meal to preschool children in a day care center. This will be accomplished at Sault College's Development Center (C.D.C) and Maycourt Children's Center. Two students will work together each time. Areas for assessment will be costing, preparing, and serving the meals.

Following the cooking experience the students will provide the instructor with a written evaluation of the experience that includes: menu, recipes, quantities of food required, approximate costing of menu, and self evaluation that details the planning, preparing and serving of the meal. Please indicate individual student responsibilities.

Each student is required to submit a self-evaluation. However, only one copy of the menu, recipes, food costing and quantities is required. Please present all evaluations in one package. Due within 2 weeks of presentation date.

Participation - team cooperation - evaluation to be completed by each team member.

In-class exercises and projects will be assigned in order to relate their to practice.

See attached - **Planning a Day Nurseries Programme**

Resources:

> Textbook: <u>Administering Early Childhood Settings, The Canadian Perspective,</u> Yeast, Mckenna, Warberg and Chandler
> A <u>Day Nurseries Act</u> (Bill 160)
> Handouts
> 3 ½" disc formatted
> Reference books (ECE/College Library)
> Guest speakers

Administrating Child Care Settings   ED266-4

Evaluation Methods: (includes assignments, projects, attendance requirements, team building)

Preschool Project   50%

Due dates for each section will be announce in class. Each section worth 5-10%

Final, Finished project due April 19, l996.

Cooking and evaluation   15%
(each group is assigned a date)

In class assignment and team building exercises   10%

Participation, team cooperation - evaluation to be completed by each member   15%
DUE date April 26, l996

Tests on DNA application   10%

Attendance   10%

Sault College Policies regarding plagiarism and honesty are in effect. See Sault College Student Handbook for details.

N.Q.A. Policy adhered to by instructor

Grading

A+   90-100
A   80-89
B   70-79
C   60-69
R   Repeat Course

Special Notes

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

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

Planning a Day Nurseries Program

1. **INTRODUCTION**:

   . state in one or two sentences the intent of your proposal (plan)

2. **PROGRAM GOAL**:

   . state in one sentence the intent of your program

3. **PROGRAM OBJECTIVES**:

   . in support of program goal (#2)

   . how you will accomplish your goal

4. **CURRENT SITUATION**:

   . a profile of current child care services at the College

   . # of spaces, types of care, waiting list

5. **PROGRAM DESIGN**:

   A. Level of Service to be offered include:

   - . number of spaces proposed (if changes proposed)
   - . age groups to be served (if changes proposed)
   - . hours and days of operation
   - . types of services to be offered i.e. resource centre, toy library, day care, nursery school, school–age etc.

   B. Organizational Structure:

   - . organizational chart
   - . role and function descriptions for all positions, including volunteers and ECE students
   - . position qualifications for all positions

   NOTE:

   This would include board of directors and a reporting structure.

C. Program Components:
1. philosophy of centre
2. daily program schedule including teacher assignment
3. curriculum overview – how and what types of activities will you offer
4. staff schedule including coffee breaks and lunches, prep-time (if offered). You must adhere to the D.N.A. staff/child ratios at all times.
5. guidelines for food purchasing and menu planning
6. childrens records – develop necessary forms
7. office procedures
8. educational program procedures and policies (i.e. discipline/behaviour management)
9. Furnishings and Equipment List
   . indoor (office, kitchen, playrooms etc.)
   . outdoor equipment
   . the costs for these items will be part of your start up budget
10. Budget
   a. Start up Costs including:
      . furnishings and equipment
      . salaries prior to opening and until revenue commences
      . advertising (describe amount and type and associated costs)
      . other as identified

   b. Operating Budget (annual):
      . salaries (identify position and rate)
      . benefits
      . travel and training
      . supplies (paper, paint, kitchen, janitorial, office)
      . food
      . rent/mortgage
      . utilities (gas, electricity, water, sewer)
      . taxes
      . insurance (identify amount and type of coverage you obtain)
      . repairs and maintenance – cleaning
      . phone (business rates)
      . new furnishings and equipment
      . advertising
      . vehicle operation and maintenance – if applicable
      . other (identify costs)
      . expenditure recoveries (revenue)
      parent fees
      fundraising
      government grants (subsidy, D.O.G. etc.)

11. Personnel Policies
    - . job descriptions – all positions & volunteers, students
    - . staff orientation program
    - . professional development plan – in house and external
12. Parent Program
    - . outline program to encourage parent involvement
    - . attach sample newsletter and parent information brochure

6. FACILITY DESIGN:

- . present a conceptual design of the revised physical plant (floor plan)
- . include buildings, playground, landscaping, parking
- . drawn to scale (i.e. 1/2" = 5 feet or 1/4" = 1 foot)
- . include a list of all features the design includes i.e. # of playrooms, staff room, laundry, kitchen, storage etc.

7. PROGRAM EVALUATION:

- . what criteria or processes will be used to evaluate the program
- . frequency of evaluation
- . what kinds of written reports should be available

8. PROGRAM BROCHURE:

- . describing or outlining all aspects of your centre's program