

## Course Outline

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

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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.

Text: A Workbook for Administrators, by Dorothy Hewes and Barbara Hartman, R. & C. Research Associates, Ltd., San Francisco, 1979

The Day Nurseries Act (Bill 160)

Syllabus:

- WEEK 1 - Introduction to Course and Assignments  
- Reviewing Personal Philosophy of Preschool Education
- WEEK 2 }  
3 } Management by Objectives  
4 }  
5 }
- WEEK 6 - The Plant, Equipment Lists, Costs
- WEEK 7 - Midterm
- WEEK 8 }  
9 } Budgets and Financial Records  
10 }
- WEEK 11 - Admission Procedures, Children's Information Forms, On-Going Records of Children
- WEEK 12 }  
13 } Community Service Seminars
- WEEK 14 - 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%

ASSIGNMENTS

- #1. Submit a written report of plans for your own ideal school (BTTI 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, brochure describing school.
- 15% #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.
- 25% #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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