

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: PROGRAM ADMINISTRATION

Code No.: ED 400-2

Program: INFANT/TODDLER CARE AND EDUCATION

Semester: SECOND

Date: FEB. 11 - MAR. 8 and MAR. 18 - APR. 12, 1985

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New: \_\_\_\_\_ Revision: X

APPROVED: *N. Koch*  
Chairperson

N. KOCH

1993 05 07  
Date

**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

- Adjustment
- Special Needs

**REQUIRED TEXTS:**

"Your Baby and Child"; Leach, Penelope: Knopf, New York, 1984.

"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:**

"Child Development for Day Care Workers"; Highberger and Schramm,  
Houghton Mifflin Co., Boston, 1976.

Also resource manual -

"Child Development for Day Care Workers"; Highberger and Schramm,  
Houghton Mifflin Co., Boston, 1976.

**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.