

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

COURSE OUTLINE

Course Title: PRESCHOOL ADMINISTRATION

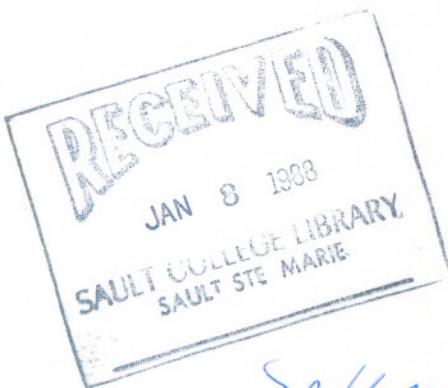
Code No.: ED 204-3

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

Semester: FOUR

Date: JANUARY 4, 1988

Author: KATHY NIELSEN



New: _____ Revision: X

APPROVED: *N. Koch* N. Koch
Chairperson

1993 05 07
Date

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.

COURSE OBJECTIVES Cont'd:

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 and Assignments
- Reviewing Personal Philosophy of Preschool Education |
| WEEKS | 2)
3)
4)
5) | - Management by Objectives |
| WEEK | 6 | - The Plant, Equipment Lists, Costs |
| WEEK | 7 | - Mid-term |
| WEEKS | 8)
9)
10) | - Budgets and Financial Records |
| WEEK | 11 | - Admission Procedures, Children's Information Forms, On-going Records of Children |
| WEEKS | 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, and seminar presentation will be used.

EVALUATION:

- Assignment 1 - 60%
- Assignment 2 - 15%
- Assignment 3 - 25%

ASSIGNMENTS:

#1 (Worth 60%):

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.

#2 (Worth 15%):

Plan, cook and serve a nutritious noon meal to preschool children in a day care 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 25%):

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