

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: K. Nielsen

DATE: Feb 1990

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.

Preschool Administration (ED 204-3)

Instructor: K. Nielsen

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.

Preschool Administration (ED 204-3)

Instructor: K. Nielsen

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 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 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

