EDU 261 Early Childhood Administration I

COURSE DESCRIPTION:

Prerequisites: None
Corequisites: EDU 119

Description

This course introduces principles and practices essential to preparing and supporting child care administrators. Topics include program philosophy, policies and procedures, NC Child Care Law and Rules, business planning, personnel and fiscal management, and NAEYC Code of Ethical Conduct Supplement for Early Childhood Program Administration. Upon completion, students should be able to articulate a developmentally appropriate program philosophy, locate current state licensing regulations, analyze a business plan and examine comprehensive program policies and procedures.

Course Hours per Week: Class, 3. Semester Hours Credit, 3.

LEARNING OUTCOMES:

Upon completing requirements for this course, the student will be able to:
1.   Articulate a developmentally appropriate program philosophy.
2.   Locate current state licensing regulations.
3.   Analyze a business plan.
4.   Examine comprehensive program policies and procedures.

OUTLINE OF INSTRUCTION:

I.   Develop personal philosophy of Early Childhood Education and family support.

II.   Develop program goals based on philosophy of Early Childhood Education and Family Support

III.   Explore North Carolina Rules and regulations, updates to rules and NAEYC websites.

IV.   Review Child Care regulation requirements for Administration Credential.

V.   Identify state licensing and sanitation regulations and describe their purpose and importance for maintain program quality, and as safe and healthy environment.

VI.   Describe required and commonly used record-keeping practices of a child care program and identify methods of efficient record-keeping

VII.   Determine income and expense needs of a program and develop a line item budget based on these needs

VIII.   Design ideal family home or center

IX.   Explore the expense of equipping a child care classroom and entire center

X.   Explore Recruitment process for teachers and center staff

XI.   Explore Curriculum selection for child care

XII.   Identify key goals issues relevant to child care programs including personnel/ labor laws

XIII.   Reporting requirements and procedures for suspected child abuse and neglect personnel/ labor laws

REQUIRED TEXTBOOK AND MATERIAL:

The textbook and other instructional material will be determined by the instructor.