



MASTER COURSE OUTLINE

Prepared By: Jenny Nighswonger

Date: May 2019

COURSE TITLE

Administration of Early Learning Programs

GENERAL COURSE INFORMATION

Dept.: ECED&

Course Num: 139

(Formerly:)

CIP Code: 13.1210

Intent Code: 21

Program Code: 402

Credits: 3

Total Contact Hrs Per Qtr.: 33

Lecture Hrs: 33

Lab Hrs:

Other Hrs:

Distribution Designation: General Elective (GE)

COURSE DESCRIPTION (as it will appear in the catalog)

Develop administrative skills required to develop, open, operate, manage, and improve early childhood education and care programs. Acquire basic business management skills. Explore resources and supports for meeting Washington State licensing and professional NAEYC standards. Course may include fieldwork

PREREQUISITES

None

TEXTBOOK GUIDELINES

Sciarrà, Dorothy; Dorsey, Anne; Lynch, Ellen; Adams, Shauna (2013) *Developing and Administering a Child Care and Education Program*, 8th ed. Or other appropriate texts as recommended by Washington State Certificate Work Group committee.

COURSE LEARNING OUTCOMES

Upon successful completion of the course, students should be able to demonstrate the following knowledge or skills.

Outcomes are aligned with the Washington State Core Competencies for Early Care and Education Professionals and the National Association for the Education of Young Children Standards.

1. Articulate program policies and practices, enabling compliance with state child care licensing codes, food program guidelines, and professional accreditation standards.
Core Competencies: Area V: Health, Safety, Nutrition-Environment-2a, Area VII: Program Planning & Development-Planning & Evaluation-4a.
NAEYC: Standard 5: Using Content Knowledge to Build Meaningful Curriculum Key Element: 5c.
2. Create a plan for appropriate staffing, meals, equipment and materials and programming for specific age groups and settings.
Core Competencies: Area VII: Program Planning & Development-Planning & Evaluation-2b.
NAEYC: Standard 1: Promoting Child Development and Learning Key Element: 1c.
3. Plan a balanced budget.
Core Competencies: Area VII: Program Planning & Development-Financial-2a, 3b.
NAEYC: Standard 6: Becoming a Professional Key Element: 6c.

4. Identify methods for recruiting culturally and linguistically reflective applicants, hiring, evaluating, supervising, and supporting the professional development of program personnel.
Core Competencies: Area VII: Program Planning & Development-Personnel Management-2i.
NAEYC: Standard 6: Becoming a Professional Key Element: 6b.
5. Describe a variety of strategies used to maintain regular and culturally responsive communication with families, encourage engagement and provide education/support.
Core Competencies: Area IV: Family Community-Relationships with Families-2c.
NAEYC: Standard 2: Building Family and Community Relationships Key Element: 2b.
6. Review tools to evaluate program effectiveness and identify areas for improvements.
Core Competencies: Area VII: Program Planning & Development-Evaluation-2f.
NAEYC: Standard 3: Observing, Documenting, and Assessing to Support Young Children and Families Key Element: 3a.
7. Apply the NAEYC Code of Ethics in resolving an administrative dilemma (case study).
Core Competencies: Area VIII: Professional Development & Leadership-Professionalism-2f
NAEYC: Standard 6: Becoming a Professional Key Element: 6b.

INSTITUTIONAL OUTCOMES

IO1 **Communication:** Students will be able to communicate clearly and effectively within a workplace context

COURSE CONTENT OUTLINE

1. The Working Director
2. Assessing Community Need and Establishing a Program
3. Licensing and Certification
4. Organizing Center Structure and Working with a Board
5. Handling Financial Matters
6. Funding the Program
7. Developing a Center Facility
8. Equipping the Center
9. Staffing the Center
10. Recruiting Children
11. Supporting Quality Curriculum
12. Managing the Food and the Health and Safety Programs
13. Working with Families, Volunteers, and the Community
14. Providing for Personal and Professional Staff Development
15. Evaluating Center Components
16. Marketing the Program

DEPARTMENTAL GUIDELINES *(optional)*

Course may include, but not limited to the following activities:

1. Student presentations on various topics outlined in textbook
2. Guest speaker (e.g. Washington State Department of Children, Youth and Families Licensing Supervisor)
3. Washington State Early Learning Guidelines
4. Summaries of articles from professional journals, magazines, or websites
5. Quizzes/assessments of student's knowledge
6. Interview directors of early learning programs (e.g. Early Childhood Education and Assistance Program, Head Start, Licensed Child Care Center, Family Home, etc.)
7. Reflections of student learning
8. Review of Washington State Core Competencies for Early Care and Education Professionals
9. Review of NAEYC Standards and Code of Ethical Conduct
10. Washington State Department of Early Learning Licensed Child Care in Washington State-A Guide for Child Care Providers
11. Review of Washington State Family Home Child Care Licensing Guide

- 12. Review of Washington State Child Care Center Licensing Guidebook
- 13. Video clips to reinforce specific skills

DIVISION CHAIR APPROVAL

DATE