

# CHLD 190: ADMINISTRATION OF EARLY CHILDHOOD EDUCATION PROGRAMS I

## Citrus College Course Outline of Record

Heading	Value
Effective Term:	Fall 2019
Credits:	3
Total Contact Hours:	54
Lecture Hours :	54
Lab Hours:	0
Hours Arranged:	0
Outside of Class Hours:	108
Prerequisite:	CHLD 112 and CHLD 114; CHLD 110 or CHLD 111 or PSY 206; Students who meet one of the following conditions may take this course: (1) Students who possess a California Child Development "Teacher" level permit on the statewide permit matrix or (2) Students with two years of work experience at the teacher level in early childhood education.
Transferable to CSU:	Yes
Transferable to UC:	No
Grading Method:	Standard Letter

## Catalog Course Description

This course is an introduction to the basic principles of administration of early childhood education programs. Includes specific topics of curriculum development and evaluation; staff selection, supervision and evaluation; laws and regulations; site development and supervision; budgeting and fiscal management; parent education; health and safety supervision; time management and problem solving techniques. This class meets state requirements for supervision of Title XXII preschool programs. This course is designed to fulfill three of the six semester units of administration required for the site supervisor permit. 54 lecture hours.

## Course Objectives

- Develop and implement a personal philosophy of education
- Develop an emergency plan appropriate to a specific preschool
- Evaluate at least two preschool programs based on their philosophy using a variety of evaluation instruments
- Develop a sample handbook for an actual sample program
- Observe, analyze and write at least one job description for a position at an actual program
- Analyze an actual or sample program, define the areas of weakness and develop an in-service program to meet identified needs
- Identify, describe and analyze the general categories of laws and regulations that pertain to children
- Describe the purpose of professional organizations

- Describe the budget process and develop a sample budget based on the needs of an actual or sample school

## Major Course Content

1. Curriculum Development and Evaluation
  - a. Developing a philosophy of education
  - b. Developing goals and objectives
  - c. Assessment of children
  - d. Daily activity plan
  - e. Evaluation methods
2. Personnel Issues
  - a. Develop personnel policies
  - b. Selection of staff
  - c. Supervision and evaluation of staff
  - d. In-service training
3. Fiscal Management
  - a. Sources of funds
    - i. Grant writing and Fundraising
    - ii. Budget management
  - b. Selling programs
  - c. Planning expenditures
  - d. Fiscal management procedures
4. Health, Safety and Natural Needs
  - a. Health education for staff/parents
  - b. Health education for children
  - c. Children's health records
  - d. Maintaining a safe environment
  - e. Community resources
  - f. Health assessments and identification of delays
  - g. Children with special needs
  - h. Emergency procedures
5. Reviews of Laws and Regulations
  - a. Title XXII
  - b. Title V
  - c. Local rules and regulations
  - d. Building codes
  - e. Child abuse
  - f. ADA
  - g. Accreditation
  - h. Food services
6. Professional Organizations
  - a. Purposes of professional organizations
  - b. National professional organizations
  - c. State professional organizations
  - d. Local professional organizations
7. Strategic Planning
  - a. Need assessment
  - b. Marketing

## Suggested Reading Other Than Required Textbook

Click, P.M.. Administration of Programs for Young Children, 9 ed. Belmont: Cengage, 2014

## **Examples of Required Writing Assignments**

WRITING ASSIGNMENT: Students will develop a budget for 1 year to demonstrate an understanding of categorical spending and restricted funds.

## **Examples of Outside Assignments**

OUTSIDE ASSIGNMENT: Students will compare and contrast the various career opportunities after interviewing professionals currently working in the field of early childhood education

## **Instruction Type(s)**

Lecture, Online Education Lecture