

CHLD 191: ADMINISTRATION OF EARLY CHILDHOOD EDUCATION PROGRAMS II

Citrus College Course Outline of Record

Heading	Value
Effective Term:	Winter 2021
Credits:	3
Total Contact Hours:	54
Lecture Hours :	54
Lab Hours:	0
Hours Arranged:	0
Outside of Class Hours:	108
Prerequisite:	CHLD 112, CHLD 114 and CHLD 116; CHLD 110 or PSY 206; Student may substitute other courses for CHLD 112 but must have 12+ units of child development.
Transferable to CSU:	Yes
Transferable to UC:	No
Grading Method:	Standard Letter

Catalog Course Description

Introduction to the policies and procedures specific to state funded programs. Includes Title V regulations, evaluation of programs utilizing the state mandated Program Quality Review, development of proposals and grant requests for state or other funding, process of promulgating regulations, affecting proposed regulations, staff development and training, development of program policies. Includes reflective practices for a diverse and inclusive early care and education program. 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

- Review Title V regulations and develop at least two program documents based on the requirements therein.
- Describe the appeal process for Title V programs.
- Analyze and describe the State's desired outcomes process.
- Develop a proposal for funding to be submitted to a public or private agency.
- Review and evaluate the potential impact of one or more reports issued by a state funded task force or advisory board.
- Examine current issues and develop written testimony to be submitted during public hearings.
- Develop, analyze and evaluate a staff development plan.
- Identify components of hiring practices, observation and evaluation practices of staff.

Major Course Content

1. Education Code, Title V Regulations
 - a. State regulations
 - b. Program developed client forms

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 - d. Title V vs. Title XXII regulations
 - e. State departments, positions affecting child development programs
2. Program Evaluation
 - a. Program quality review
 - b. NAEYC accreditation
 - c. Benefits and problems of evaluation
 - d. Planning for the evaluation
 - e. Implementing the evaluation plan
 3. Proposal/Grant Writing
 - a. Locating sources of funds
 - b. Letter of intent
 - c. Writing the proposal
 4. Laws and Regulations
 - a. Task forces and advisory committee
 - b. Public hearings
 - c. Providing testimony
 5. Staff Development
 - a. Assessing the staff
 - b. Developing the plan
 - c. Implementing change
 - d. Evaluating the results

Suggested Reading Other Than Required Textbook

Hearron, P. Management of Child Development, 8 ed. Upper Saddle River: Pearson, 2015

Examples of Required Writing Assignments

Given a "real-life" situation or case studies, the students will assess problem situations or environments and make recommendations that would be needed to keep the child care program in compliance with Title V guidelines.

Examples of Outside Assignments

Students will complete a mock application for a grant that is currently offered to child care facilities. The application will be evaluated based on completeness and the ability of the study to present a well designed proposal.

Instruction Type(s)

Lecture, Online Education Lecture