

NOVA COLLEGE-WIDE COURSE CONTENT SUMMARY CHD 270 - ADMINISTRATION OF CHILDCARE PROGRAMS (3 CR.)

Course Description

Examines the skills needed for establishing and managing early childhood programs. Emphasizes professionalism and interpersonal skills, program planning, staff selection and development, creating policies, budgeting, and developing forms for record keeping. Lecture 3 hours per week.

General Course Purpose

To provide for present and future early childhood administrators the knowledge and skills necessary to run a successful and appropriate child care program for children from birth to age 12.

Course Prerequisites/Corequisites

Functional literacy in the English language; reading at the 12th grade level.

Course Objectives

Upon completing the course, the student will be able to:

- a) Describe the major types of early care and education programs and the regulatory systems of these programs in Virginia
- b) Plan and evaluate programs in early childhood settings, including accreditation standards and systems
- c) List funding sources, program cost components, and strategies for sound fiscal management of programs
- d) List and describe early childhood program policies for administration, staff and parents
- e) Analyze and apply human resource policies including recruitment, selection, hiring, training and scheduling of staff
- f) Examine issues of employee retention, compensation, and recognition
- g) Discuss strategies for successful collaboration with families and communities, including knowledge of marketing and public relations strategies
- h) Define the concept of risk management, including the importance of proper insurance coverage and aspects of crisis management
- i) Identify and apply principles of effective management of food, health and safety programs in childcare settings
- j) Analyze management and leadership styles and their relationship to organizational climate in early childhood settings
- k) Identify and apply appropriate learning standards as they relate to early childhood education

Major Topics to be Included

- a) Legal aspects of managing a child care business
- b) Working with agency inspectors and other officials in support of the program
- c) Appropriate uses of technology for management purposes
- d) Use of community agencies for support and ongoing training in the field
- e) Relationships with community business partners