

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 recordkeeping. Lecture 3 hours. Total 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:

- Articulate their own early childhood mission and philosophy, outcomes and strategies
- Identify and apply an ethical code of conduct for early childhood programs
- Identify roles of Early Childhood Administrators
- Analyze management and leadership styles and their relationship to organizational climate in early childhood settings
- Identify the major types of childcare programs and review state and national systems of regulation, accreditation, and program standards
- Identify team roles and functions to establish an early childhood program
- Analyze and apply human resource policies including recruitment, selection, hiring, training and scheduling of staff. Examine issues of employee retention, compensation, and recognition
- Identify and design the physical space needs and supply/equipment needs for various age groups of children
- Identify and plan marketing and public relations strategies for programs
- Develop early childhood program policies and procedures for both staff and families
- Address the challenge of providing a quality, inclusive environment for children with diverse needs
- Describe strategies for family and community collaboration and engagement
- Develop a budget for an early childhood program
- Identify funding sources for early childhood programs
- Identify and review various early childhood curricula
- Describe their role in reporting abuse/neglect and training for mandated reporters
- Identify and apply current State and National standards and competencies as they relate to working with children and families.

Major Topics to be Included

- Roles, responsibilities, and leadership as an early childhood administrator
- Legal aspects of managing a childcare business
- Working with agency inspectors and other officials in support of the program
- Working with families, staff, and community in support of a high-quality program including training, engagement, marketing, and others.
- Appropriate uses of technology for management purposes