

LABETTE COMMUNITY COLLEGE BRIEF SYLLABUS

SPECIAL NOTE:

This brief syllabus is not intended to be a legal contract. A full syllabus will be distributed to students at the first class session.

TEXT AND SUPPLEMENTARY MATERIALS USED IN THE COURSE (if any):

Please check with the LCC bookstore <http://www.labette.edu/bookstore> for the required texts for this class.

COURSE NUMBER: EDUC 107

COURSE TITLE: ADMINISTRATION AND ORGANIZATION
OF A CHILD CARE PROGRAM

SEMESTER CREDIT HOURS: 3

DEPARTMENT: Education

DIVISION: General Education

PREREQUISITE: None

COURSE DESCRIPTION:

This course will provide the student with an understanding of the organization and administration of a child care program. They will gain an understanding of how to administer a variety of high quality child care programs according to the state rules and regulations.

COURSE OUTCOMES AND COMPETENCIES:

Students who successfully complete this course will be able to:

1. Identify characteristics of quality child care setting as they relate to facility, staff, programming, parent involvement, fiscal responsibility, diversity and community collaborations.

- Develop a plan for achieving accreditation for staff or faculty.
- Develop an organizational chart of staffing complete with job descriptions.
- Develop a one-year plan for parent involvement emphasizing communication and resource sharing.
- Create and compile a staff manual that includes parent, staff and child policies; Professional development policies and other areas as assigned.
- Develop a needs assessment survey for program evaluation and methods to improve the quality of personnel.

2. Students will demonstrate the ability to identify and access essential resources available to child care administrators and program..

- Compile and maintain a resource file using the following headings: Programming, Professional Development, Fundraising, Health and Safety, Parent Involvement, Community Planning and Collaborations, Accreditation, Licensing, and Diversity.

3. Students will demonstrate an understanding of the fiscal management in the establishment and the maintenance of a child care facility.

- Identify goals/philosophy for a Child Care Program.
- Plan a program and daily schedule for a Child Care Program.
- Organize the physical facility.
- Calculate the square feet needed for a 24 child care center.
- Identify types of budgets.
- Prepare start up budget for a center.
- Determine salaries for various positions.
- Research methods of financing a child care program.