

# HDEV 0040 - ADMINISTRATION I: PROGRAMS IN EARLY CHILDHOOD EDUCATION

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## Catalog Description

Prerequisite: Completion of HDEV 2 and 9 with grades of "C" or better

Advisory: Completion of HDEV 3 and 5 with grades of "C" or better

Hours: 54 lecture

Description: Introduction to the administration of early childhood programs. Covers program types, budget, management, regulations, laws and development and implementation of policies and procedures. Examines administrative tools, philosophies, and techniques needed to organize, open, and operate an early care and education program. (CSU)

## Course Student Learning Outcomes

- CSLO #1: Apply administration skills in various types of early care and education programs.
- CSLO #2: Demonstrate knowledge of strategic and fiscal planning.
- CSLO #3: Evaluate components of quality programs, facilities and operations.

## Effective Term

Fall 2018

## Course Type

Credit - Degree-applicable

## Contact Hours

54

## Outside of Class Hours

108

## Total Student Learning Hours

162

## Course Objectives

1. Compare and contrast various program structures, philosophies and curriculum models.
2. Identify strategies to ensure equity and respect for children, families, staff and colleagues.
3. Summarize systems and methods to support sound fiscal operations in a variety of ECE settings.
4. Demonstrate knowledge of compliance with regulatory systems.
5. Assess various methods and tools of evaluation.
6. Examine effective policies and procedures for staffing and scheduling.

## General Education Information

- Approved College Associate Degree GE Applicability
- CSU GE Applicability (Recommended-requires CSU approval)

- Cal-GETC Applicability (Recommended - Requires External Approval)
- IGETC Applicability (Recommended-requires CSU/UC approval)

## Articulation Information

- CSU Transferable

## Methods of Evaluation

- Classroom Discussions
  - Example: Students will participate in mock staff interviews and assessments and/or parent/staff conferences. Rubric Grading.
- Essay Examinations
  - Example: Essay examination will consist of a description of the California State Regulations of both Title 22 and Title 5. Rubric Grading.
- Objective Examinations
  - Example: Instructor will give a multiple choice test to students covering subject matter. Grading will be based on accuracy of course content. Example: Indicators of a quality child care program include, a) education & training of staff, b) a low staff turnover rate, c) program accreditation through NAEYC, d) all of the above.
- Problem Solving Examinations
  - Example: Students will be given a case study scenario in which they will have to solve a variety of program problems. For example, a student might be asked to brainstorm ways to increase enrollment in a particular center or market a new center to bring in children and families.
- Projects
  - Example: Students will construct a nutritionally sound meal plan for young children in a group setting in which they will address needs of infants, toddlers and preschool age children. Students must take into account any special dietary needs and/or allergy concerns for the children. They will write a menu plan for a one-month period. The plans must meet requirements of either Title 22 or Title 5.
- Reports
  - Example: Students will interview directors currently working in the field about how to manage programs, locate resources, assess indoor/outdoor space for planning of environments for young children, purchasing equipment for a center, working collaboratively with parents, etc., and report their findings back to the class.

## Repeatable

No

## Methods of Instruction

- Lecture/Discussion
- Distance Learning

Lecture:

1. Lecture by the instructor on "Trends in National Early Childhood Policies" by Roger Neugebauer. Students are expected to actively engage in the lecture.
2. Instructor will have students work in small groups to develop creative staff trainings.

### Distance Learning

1. Instructor will create Discussion Board questions based on the PowerPoint and Voice Thread lectures that students must respond to weekly and reply to a fellow student's comments. Example question: What are the course and field work experience requirements for a CD Permit at the Program Director level? What requirements have you thus far completed?

- Text Edition:
- Classic Textbook?:
- OER Link:
- OER:

**Other materials and-or supplies required of students that contribute to the cost of the course.**

## Typical Out of Class Assignments

### Reading Assignments

1. Read and discuss the California State Regulations (Title 22) for licensing requirements for early childhood education/child care centers.
2. Read material from the Child Care Information Exchange: Articles on Demand, that focus on specific issues in administration and supervision to evaluate early childhood/child care programs. Prepare a list of specific issues to be discussed in class.

### Writing, Problem Solving or Performance

1. Develop a Personnel Management plan for an early childhood education/child care center that includes: job descriptions for a variety of positions listed on the Child Development Permit Matrix, job advertisements for these positions, interview questions for potential personnel, and a job training plan consisting of staff selection guidelines, staff management and staff support plans.
2. Consult the safety sections of Title 22 California State Regulations as guidelines in devising a facility checklist for both indoor and outdoor space for an ECE/child care center. Use the checklist to assess a community licensed program to evaluate the safety of the program for young children.

### Other (Term projects, research papers, portfolios, etc.)

1. Construct a working start up budget for an ECE/child care program.
2. Write a parent survey for use in assessing an ECE/child care program.

## Required Materials

- Child Care Information Exchange
  - Author: Articles on Demand
  - Publisher: Varies by Author
  - Publication Date:
  - Text Edition:
  - Classic Textbook?:
  - OER Link:
  - OER:
- Program Administration Scale
  - Author: Talan and Bloom
  - Publisher: Teachers College Press
  - Publication Date: 2011
  - Text Edition: 2nd
  - Classic Textbook?:
  - OER Link:
  - OER:
- Title 22
  - Author: CA Department of Social Services
  - Publisher: Xanedu
  - Publication Date: 2017