MASTER SYLLABUS

ECHD 420: Early Childhood Program Development and Management

Created By: Maureen Maiocco, Ed.D.
A. **TITLE:** Early Childhood Program Development and Management

B. **COURSE NUMBER:** ECHD 420

C. **CREDIT HOURS:** 3 lecture hours per week for 15 weeks

D. **WRITING INTENSIVE COURSE:** No

E. **GER CATEGORY:** None

F. **SEMESTER(S) OFFERED:** Fall

G. **COURSE DESCRIPTION:**

This course focuses on the role and responsibilities of the child care program administrator. Students will gain an understanding of the complexities, demands, and rewards of such a position. Topics will include organizational and personnel management, human relations, quality programming and evaluation, and professional standards associated with leading an early care and education center.

H. **PRE-REQUISITES/CO-REQUISITES:**

a. Pre-requisite(s): Completion of 45 credit hours or permission of instructor.

b. Co-requisite(s): None

I. **STUDENT LEARNING OUTCOMES:**

By the end of this course, the student will be able to:

<table>
<thead>
<tr>
<th>Student Learning Outcomes [SLO]</th>
<th><strong>PLO</strong></th>
<th><strong>GER</strong></th>
<th><strong>ISLO</strong></th>
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<tbody>
<tr>
<td>a. Evaluate leadership styles and assess the competencies needed to develop and successfully administer a childcare center program.</td>
<td>[1] Acquire and apply management principles and business skills for administering high quality early care and education organizations.</td>
<td>N/A</td>
<td>2-Critical Thinking [CA] Critical Analysis</td>
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<tr>
<td>b. Develop personnel policies for recruiting, hiring, supervising, and training childcare staff.</td>
<td>[6] Develop and apply methods, strategies, inclusive practices, and policies for meeting the needs of quality programming for children, families, and early care and education professionals.</td>
<td>1-Communication [W] Written</td>
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<td>c. Develop a communication plan that supports, engages, and promotes collaboration between children, families, teachers, and the community.</td>
<td>[2] Understand the importance of establishing, maintaining, and supporting partnerships with families through education, communication, engagement, and collaboration.</td>
<td></td>
<td>1-Communication [W] Written</td>
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<tr>
<td>d. Apply principles of management to the unique roles and responsibilities of the childcare administrator.</td>
<td>[1] Acquire and apply management principles and business skills for administering high quality early care and education organizations.</td>
<td></td>
<td>5-Professional Industry Skills</td>
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J. APPLIED LEARNING COMPONENT: Yes
   • Classroom/Lab
   • Entrepreneurship - Project

K. TEXTS:

L. REFERENCES:

M. EQUIPMENT: University Supplied Equipment

N. GRADING METHOD: A-F

O. MEASUREMENT CRITERIA/METHODS
   • Quizzes
   • Papers
   • Project
   • Presentation
   • Participation

P. DETAILED COURSE OUTLINE:

I. The Role of the Director
   A. Program Administration
   B. Leadership Style and Competencies
   C. Leading and Managing
   D. Challenges and Rewards

II. Establishing a Program
   A. Child Services and Community Needs
   B. Licensing and Compliance
   C. Program Quality
   D. Marketing
   E. Enrollment

III. Child Care Center Organization
   A. Business Practice
B. Working with a Board
C. Building a Center Community

IV. **Business Practices**
   A. Financial Planning and Responsibilities
   B. Payment Policies
   C. Budgeting
   D. Types of Funding

V. **Center Planning**
   A. Space Needs, Ratio, Grouping
   B. Center and Classroom Design
   C. Health and Safety
   D. Cost and Quality
   E. Equipment

VI. **Child Care Staff**
   A. Recruiting, Hiring, and Supervision
   B. Qualifications and
   C. Personnel Policies
   D. Professional Development
   E. Supervision and Mentorship

VII. **Families and Children**
    A. Enrollment Policies and Procedures
    B. Building Community
    C. Family Involvement and Support
    D. Communication

VIII. **Curriculum**
     A. Program Philosophy
     B. Developmentally Appropriate Curriculum
     C. Supporting Learning and Development
     D. Short and Long Term Curriculum Planning
     E. Integrating Early Learning Standards

IX. **Health, Safety, and Nutrition Planning**
    A. Maintaining a Safe and Healthy Facility
    B. Promoting Nutrition: Menu Planning and Food Programs
    C. Promoting Health: Health Records, Children and Adults
    D. Promoting Safety: Emergency Planning
    E. Adhering to Local, State, and Federal Requirements

X. **Program Evaluation**
   A. Purposeful Evaluation
   B. Observation and Assessment
   C. Personnel Evaluation
   D. Program Evaluation
   E. Curriculum Evaluation
   F Child Assessment