

Bossier Parish Community College
Master Syllabus

(This course is presently inactive.)

Course Prefix and Number: CDYC 280

Credit hours: 3

Course Title: Administration of Early Childhood Programs

Course Prerequisites: Three (3) years of experience as a director in a child care setting or CDA credential (or test-out equivalent), and permission from the CDYC program coordinator

Textbook(s): Click, Phyllis and Kim Karkos, Administration of Programs for Young Children, 9th ed., Cengage Publishing

Course Description: This course is designed for directors of childcare centers or students who have plans to become a director in a childcare facility. Topics include: quality programs in childcare, determining the needs of the community, planning the budget, writing a business proposal, childcare licensing and other laws, facility regulations, supplies and equipment, staff issues, marketing, daily program, responsibilities, parenting concerns and other administrative matters.

Learning Outcomes:

At the end of the course, the student will

A. plan, organize, administer and evaluate all aspects of quality child care programs including:

1. Budget
2. Staff
3. Ethical Conduct and professionalism
4. Positive relationships with children and their families
5. Documents and policies
6. Scheduling- staff and children
7. Curriculum and developmental^ appropriate practices
8. Federal, state, and local regulations and guidelines
9. Health, safety, and nutrition
10. Supplies and equipment
11. Environment and space
12. Community responsibilities

To achieve the learning outcomes, the student will:

1. describe the qualities of a good early childhood program; (A, 1-12)
2. explain the role and describe how to manage the responsibilities of a director; (A, 1-12)
3. develop a business plan for a child care center; (A, 1) (A, 12)

4. identify the federal laws and state and local licensing regulations pertaining to child care centers; (A, 8)
5. use a site selection checklist to determine the quality of its characteristics; (A, 11) (A, 12)
6. obtain a floor plan of a child care center, and design the indoor environment to include developmentally appropriate furniture, equipment, supplies, and toys; (A, 8) (A, 9) (A, 10) (A, 11)
7. design a daily (full day) schedule for children to include the essential elements of the daily program; (A, 6) (A, 7)
8. obtain a sample job application for staff. Provide criteria for choosing staff and reference forms, a benefit plan, evaluation forms, and a grievance plan; (A, 2) (A, 3) (A, 6)
9. provide an outline or Table of Contents (as part of the center portfolio) to specify the necessary records for a child care center; (A, 5) (A, 6)
10. obtain at least 4 different policies for child care centers; (A, 5) (A, 9)
11. develop an assessment and observation form for staff to document children's behaviors, learning, and activities; (A, 7)
12. develop a parent handbook for a child care center. (A, 3) (A, 4) (A, 5) (A, 6) (A, 7) (A, 8) (A, 9) (A, 12)

Course Requirements:

- A. attend class regularly;
- B. engage in required and supplemental readings;
- C. prepare for and participate in class and small group discussions, written assignments, activities and blackboard discussions;
- D. maintain a Director's Notebook to include projects from this course;
- E. complete course assessments.

Course Grading Scale:

- A 90-100%
- B 80- 89%
- C 70 - 79%
- D 60 - 69%
- F 59% or below

Attendance Policy: The college attendance policy is available at <http://www.bpcc.edu/catalog/current/academicpolicies.html>

Course Fees: None

Nondiscrimination Statement

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Title VI, Section 504, and ADA Coordinator

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