

Bossier Parish Community College
Master Syllabus

(This course is presently inactive.)

Course Prefix and Number: CDYC 282

Credit hours: 3

Course Title: Management and Financial Strategies in the Childcare Business

Course Prerequisites: Permission from the CDYC Program Coordinator

Textbook(s): Jack, G. 2005. *The business of child care: Management and financial strategies*. Belmont, CA: Delmar Cengage.

Arnold, M. 2005. *Effective communication techniques for child care*. Clifton Park, NY: Thompson Delmar Learning.

Course Description: This course is designed to teach the childcare director skills necessary to manage human and financial resources, how to plan for a financially stable enterprise, and how to complete business tasks more quickly and accurately.

Learning Outcomes:

At the end of the course, the student will:

- A. understand effective strategies for communicating with staff, parents, upper management boards of directors, and the community
- B. understand the financial correlation of enrollment and tuition to staffing levels;
- C. plan, create, and manage a budget to track expenditures throughout the fiscal year
- D. effectively use records to generate objectives and make decisions accordingly in order to create a stable childcare business

To achieve the learning outcomes, the student will:

1. identify one's self management style and recognize its "pitfalls" in order to effectively manage staff, parents, and community representatives; (A)
2. plan and conduct a staff meeting; (A)
3. create a staffing pattern chart in order to determine minimum staffing requirements; (B) (C) (D)
4. use a spreadsheet to compute the full cost of quality childcare; (B) (C) (D)
5. determine the fee structure of a given childcare center; (B) (C) (D)
determine a wage matrix for employees and design a benefit package; (A) (B) (C) (D)
6. write a letter to perspective employees to include the salary and benefit package(s); (B) (C) (D)
7. develop a job description for a teacher; (A) (B)

8. plan a two month budget and compare it to the actual two month budget. Determine losses and gains and modify accordingly; (C) (D)
9. develop a pre-conference survey for employees to gain feedback about various aspects of the job. Use these surveys to suggest areas for improvement; (A) (D)
10. maintain a file of business forms for childcare centers; (D)
create an idea file of successful strategies for communicating with staff, parents, and community representatives. (A) (D)

Course Requirements:

1. permission from the CDYC program coordinator;
2. attend class regularly;
3. engage in required and supplemental readings;
4. prepare for and participate in class and small group discussions, written assignments,
5. activities and blackboard discussions;
6. maintain a file of childcare business and management forms.

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
Sarah Culpepper, Manager
Career Services, F-246

6220 East Texas Street
Bossier City, LA 71111
Phone: 318-678-6539
Email: sculpepper@bpcc.edu
Hours: 8:00 a.m.-4:30 p.m. Monday - Friday, excluding holidays and weekends.

Equity/Compliance Coordinator
Teri Bashara, Director of Human Resources
Human Resources Office, A-105
6220 East Texas Street
Bossier City, LA 71111
Phone: 318-678-6056
Hours: 8:00 a.m.-4:30 p.m. Monday - Friday, excluding holidays and weekends.