

PELLISSIPPI STATE COMMUNITY COLLEGE  
MASTER SYLLABUS

ADMINISTRATION OF CHILD CARE CENTERS  
ECED 2120

**Class Hours: 3.0**

**Credit Hours: 3.0**

**Laboratory Hours: 0.0**

**Revised: Fall 2012**

NOTE: This course is not designed for transfer credit.

**Catalog Course Description:**

A study of organization and administration practices applicable to the child care center. Topics of special consideration will be staff-management relations, state and local licensing standards, national accreditation, CDA standards, tax laws, legal liabilities, and the effect these topics will have on the care of the child. Laboratory observation and interaction.

**Entry Level Standards:**

Must be able to read and write at the college level.

**Prerequisites:**

None

**Textbook(s) and Other Course Materials:**

Required:

Nelson & Nelson ( 2006 ). *Child Care Administration: Planning Quality Programs for Young Children*. Tinly Park, IL: Goodheart-Wilcox. ISBN: 978-1-59070-600-8.

Supplementary:

*Program Administration Scale* (2004). Teachers College Press. ISBN:0807745286

Bloom (2003). *Leadership in Action*. New Horizons Press. ISBN:9780962189470

**I. Week/Unit/Topic Basis:**

<b>Week</b>	<b>Topic</b>
1	Assessing Community Need and Establishing a Program
2	Licensing and Standard Requirements
3	Establishing a Working Board for Child Care Center
4	Handling Financial Matters and Funding the Program
5	Developing a Center Facility: Equipment Needs
6	Developing a Center Facility: Grouping and Enrolling Children
7	Developing a Center Facility: Staffing

- 8 Developing a Center Facility: Managing the Nutrition Programs
- 9 Developing a Center Facility: Managing the Health and Safety Programs
- 10 Evaluating Child Care Programs
- 11 Professional State Development
- 12 Working with Parents
- 13 Working with Volunteers and the Community
- 14 Current Child Care Issues and Problems
- 15 Final Exam Period

**II. Course Goals\*:**

The course will:

- A. Discuss the different types of child care programs. I, II, III, IV
- B. Understand the criteria and standards required of child care centers. I, II, III, IV
- C. Develop a working knowledge of the administration of child care centers. I, II, III, IV

\*Roman numerals after course goals reference goals of the Early Childhood Education program.

**III. Expected Student Learning Outcomes\*:**

The student will be able to:

- 1. Become familiar with the diversity of settings and types of child care. A-C
- 2. Develop an understanding of the criteria and standards required of a child care center. A-C
- 3. Develop a working knowledge of the administration of a child care center. A-C
- 4. Discover communication skills necessary for working with child care boards, staff, colleagues, child and parents in a child care setting. A-C
- 5. Develop competencies for the effective utilization of community resources. A-C
- 6. Examine professional ethics and issues concerned with the early childhood education and profession. A-C
- 7. Acquire an understanding of current child care issues and problems. A-C
- 8. Further develop a philosophy of an early child care program. A-C
- 9. Utilize a holistic and developmentally appropriate approach to child development when planning a child care program. A-C
- 10. Evaluate early childhood program environments through the use of an assessment tool. A-C

\* Capital letters after Expected Student Learning Outcomes reference the course goals listed above.

#### **IV. Evaluation:**

##### **A. Testing Procedures:**

Students will complete a pre and post inventory on their knowledge of child care center administration through an entry exam and a comprehensive final exam.

##### **B. Laboratory Expectations:**

Students will keep a journal, reflecting on each class topic. They will share in writing the knowledge they have learned and how they will use this knowledge in the classroom.

##### **C. Field Work:**

Students will observe and assess different early childhood education programs at various sites.

#### **V. Policies:**

##### **A. Attendance Policy:**

Pellissippi State expects students to attend all scheduled instructional activities. As a minimum, students in all courses (excluding distance learning courses) must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course. Individual departments/programs/disciplines, with the approval of the vice president of Academic Affairs, may have requirements that are more stringent. In very specific circumstances, an appeal of the policy may be addressed to the head of the department in which the course was taken. If further action is warranted, the appeal may be addressed to the vice president of Academic Affairs.

##### **B. Academic Dishonesty:**

Academic misconduct committed either directly or indirectly by an individual or group is subject to disciplinary action. Prohibited activities include but are not limited to the following practices:

- Cheating, including but not limited to unauthorized assistance from material, people, or devices when taking a test, quiz, or examination; writing papers or reports; solving problems; or completing academic assignments.
- Plagiarism, including but not limited to paraphrasing, summarizing, or directly quoting published or unpublished work of another person, including online or computerized services, without proper documentation of the original source.
- Purchasing or otherwise obtaining prewritten essays, research papers, or materials prepared by another person or agency that sells term papers or other academic materials to be presented as one's own work.
- Taking an exam for another student.
- Providing others with information and/or answers regarding exams, quizzes, homework or other classroom assignments unless explicitly authorized by the instructor.
- Any of the above occurring within the Web or distance learning environment.

##### **C. Students with Disabilities:**

Students who need accommodations because of a disability, have emergency medical information to share, or need special arrangements in case the building must be evacuated should inform the instructor immediately, privately after class or in her or his office. Students must present a current accommodation plan from a staff member in Services for Students with Disabilities (SSWD) in order to receive accommodations in this course. Services for Students with Disabilities may be contacted by going to Goins 127, 132, 134, 135, 131 or by phone:

539-7153 or TTY 694-6429. More information is available at <http://www.pstcc.edu/sswd/>.