

C.D. 40 - NURSERY SCHOOL ADMINISTRATION

This course may be used to help fulfill state requirements for the licensing of preschool programs and administrators.

Areas to be covered:

1. Historical development of programs for the care and education of the young child.
2. Comparisons of programs available.
3. State and Federal laws effecting programs.
4. Developmental sequence of growth - the first five years.
5. Special problems -
 - A. Behavior
 - B. Home and Parents
 - C. Health
 - D. Child Abuse
6. Program Planning
7. Records and Reports
8. Testing and Evaluation
9. Personnel Management -
 - A. Job descriptions
 - B. Educational requirements and in-service training
10. Parent Involvement

Grading will be based on a point system -

A - 10 points
B - 8 "
C - 6 "
D - 4 "

There will be a test at the end of each reading assignment. (Only one test may be made-up during the semester.)

Projects:

Parent resource file - 20
Staff resource file - 20
Operations Manual - 100
Center development -
Reports - 5

Attendance and participation in class will be totaled into final grade - 10.

Final day to drop without penalty: Friday Oct. 17, 1997