Reedley College   **Child Development Program**

Course: CHDEV 40A - Administration of Early Childhood Programs   3 units - 3 Lec.
Instructor: Karey Olson
Office: Rm. 37 - Ext. 3410

This course meets state requirements for the licensing of programs for children from birth through school-age. This course and CHDEV 40B - Advanced Administration are both required for persons wishing to become administrators in one of these licensed programs.

Course Content:

1. Historical devleopment of programs for the care and education of children
2. An examination of different programs and their components
3. Eligibility standards for programs available
4. State and Federal standards for child care
5. Laws and regulations
6. Community Care Licensing an other regulatory agencies
7. Licensing process
8. Program planning
9. Philosophy of ECE
10. Program description
11. Physical facility plan
12. Health and safety issues .
13. Personnel management
    a. job descriptions for every level
    b. minimum qualifications for each job
    c. credential requirements and experience
    d. applications and hiring process
    e. supervision and evaluation
    f. in-service and training
14. Reports and Records
    a. child abuse and neglect
    b. immunizations and infectious conditions
    c. health and safety issues
    d. developmental screening and evaluation
    e. I.E.P.'s
15. Parent's as partners
    a. parent educaiton
    b. parent involvement

drop date

Final grades will be determined by accumulated points earned on written exams, written assignments, participation, and required projects. Exams will be awarded a letter grade which will be converted to points as follows: A = 10, B = 8, C = 6, D = 4, F = 0

Assignments and Points:

Written response to articles = 5 points ea.
Program Brochure = 20 points
Floor Plan = 20 points
Parent File = 25 points
Resource Card File = 20 points
Staff File = 20 points
Operations Manual = 100 points
Attendance & Participation = 10 points
(after two absences these points will be lost)

* **Late projects and assignments will have points deducted**
** One make-up exam will be allowed during the semester

Last day to drop, without penalty, is Oct. 16, 1998

• Last day to drop without penalty is Friday, October 15, 1999