

Course Syllabus

Page 1 of 4

Course Outline and Schedule:

Course: CD 40A Admin. of Early Child Programs

Instructor: Linda Conde

Unit load: 3

Phone: 940-0364

Class Meets: Wednesday 6:00 – 9:05 PM

Room: Reedley College/Selma High School

E-Mail: linda2lip@comcast.net

Text:

- Developing and Administering A Child Care and Education Program, 6th Edition, by Dorothy June Sciarra and Anne G. Dorsey

Course Description: A study of state licensing procedures, rules and regulations governing a variety of early childhood programs with an emphasis on methods of organization and operation.

Course Objectives: In the process of completing this course, students will:

- A. Recognize the evolution of the historical events effecting Early Childhood Education (ECE).
- B. Recognizing the importance of laws, regulations and licensing in establishing and maintaining quality ECE programs.
- C. Identify major factors affecting the quality of ECE programs.
- D. Demonstrate skills of critical thinking, applying knowledge of trends, theories, and philosophies in establishing a program.
- E. Write a program description and philosophy.
- F. Plan, organize and write an operations manual for an ECE program.

Required Assignments:

Program Operation Manual (100 points): Students are required to design an imaginary early childhood center and develop a program manual for that center. Please refer to the Program Manual handout for more details.

Program Brochure (30 points): Students will create a brochure used to advertise an early childcare program. Please refer to the Program Brochure handout for more details.

Reading Reviews (30 points): Students will be given essay questions related to the required readings for the course. Each essay is worth 3 points and will be completed in class. If you are absent on the day a reading review is given, you miss the opportunity to gain the points for that review.

Site Visitation and Administrative Interview (20 points): Each student is required to visit an early childcare program and complete an interview with the director of that program. Please refer to Visitation and Interview handout for more details.

Participation and Attendance (20 points): Much of the work for this course is completed during class meetings. Therefore points will be given for attendance and participation. Students will receive one point for every class meeting they attend (16 points total) and 4 additional points for attending every meeting. Students must stay until the end of the class meeting, and initial next to their name on the sign-out sheet to receive participation and attendance points.

****All written assignments must be typed, double-spaced, and free from spelling and grammar errors.***

Course Syllabus

Course Outline and Schedule:

1. **Attendance:** Students missing more than 3 class meetings will be dropped from the course.
2. **Late Work:** All assignments must be turned in on the due date. *Late assignments are not accepted.*
3. **Last day to change a class to or from a CR/NC grading basis:** September , 2008.
4. **Nine-Week Drop Date:** October , 2008. Students may drop or be dropped through October , 2008 and after this date a letter grade will be assigned.
5. **Accommodations for Students with Disabilities:** If you have a verified need for an academic accommodation or materials in alternate media (i.e., Braille, large print, electronic text, etc.) per the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act, please contact me as soon as possible. Reasonable efforts will be made to accommodate your needs.

Final Grades: Grades are determined on the basis of accumulated points from required assignments.

Percentage	Points Range	Grade	Percentage	Points Range	Grade
90 – 100%	180 – 200	A	60 – 69%	120 - 139	D
80 – 89%	160 – 179	B	0 – 59%	0 – 119	F
70 – 79%	140 – 159	C			

Point Breakdown and Tally Sheet:

	<u>Points Possible</u>	<u>Points Earned</u>
Program Operation Manual	100.....	_____
Program Brochure	30.....	_____
Site Visitation and Admin Interview	20.....	_____
Participation and Attendance	20.....	_____
Reading Review:		
Chapter 1	6.....	_____
Chapter 3	3.....	_____
Chapter 4	3.....	_____
Chapter 6	3.....	_____
Chapter 8	3.....	_____
Chapter 9	3.....	_____
Chapter 12	3.....	_____
Chapter 13	3.....	_____
Chapter 14	3.....	_____

Total Points Possible: 200 Total: _____

Course Syllabus

Page 3 of 4

Course Outline and Schedule:

Date	In Class Assignments	Homework	Due
Sept. 03	Introduction; Operational Manual; Brochure; Site Visitation and Administrative Interview; Planning a Program	Operational Manual; Brochure; Site Visitation and Administrative Interview; Read Chapter 3	
Sept. 10	Foundations for Designing a Program: Chapter 3; Reading Review Ch. 3	Read Chapter 1	Reading Review Chapter 3
Sept. 17	The Role of the Director: Chapter 1; Reading Review Ch. 1	Read Chapter 4	Reading Review Chapter 1
Sept. 24	Laws and Legislation: Chapter 4 and Title 22 (online); Reading Review Ch. 4 Spkr: from Community Care Licensing	Read Chapter 15	Reading Review Chapter 4
Oct. 01	Staffing Requirements: Chapter 15	Read Chapter 6	Reading Review Chapter 15
Oct. 08	Fiscal Management: Chapter 6	Read Chapter 8	Reading Review Chapter 6
Oct. 15	Facility Development and Maintenance: Chapter 8		Reading Review Chapter 8
Oct. 22	Speaker: NAEYC / Accreditation Indoor and Outdoor Floor Plans	Read Chapter 9	
Oct. 29	Equipping the Center: Chapter 9	Read Chapter 12	Reading Review Chapter 9
Nov. 5	Enrollment Procedures: Chapter 12	Read Chapter 11	Reading Review Chapter 12
Nov. 12	Marketing the Program: Chapter 11	Read Chapter 14	
Nov. 19	Program Evaluation: Chapter 14 DRDP/ECERS/ITERS		
Nov. 26	Admin. Interview	Read Chapter 13	Reading Review Chapter 14
Dec. 03	Food Services-Health and Safety: Chapter 13	Read Chapter 16	Reading Review Chapter 13 Brochure
Dec. 10	Parents as Partners: Chapter 16		Site Visit and Admin. Interview
Dec. 17	Final		Operational Manual

Course Outline and Schedule:

Changing Syllabus Statement: This course syllabus is equivalent to a contract between the instructor and the student. However, the information in this syllabus is subject to change at any time during the term. All changes will be stated in class and students are responsible for noting such changes. In the event that you are absent on the day changes are made, it is your responsibility to find out the changes and adhere to them.

The student's decision to attend the class denotes acceptance of:

1. This syllabus as a contract outlining the student's responsibilities to complete all required assignments by the due dates
2. The changing syllabus statement
3. The expectations of this course as outlined in this syllabus
4. That final grades are determined on the basis of accumulated points from required assignments.