COURSE INFORMATION

COURSE TITLE
ECE 240: Administration of Early Childhood Care and Education Programs

COURSE DESCRIPTION
Provides foundational knowledge in early childhood program business operations, program development, and evaluation. This course covers administrative skills, ethical decision making, risk and resource management, and components of quality Early Childhood Education (ECE) programs serving children ages birth through 12 years.

CREDIT HOURS
3

SUGGESTED PREREQUISITE KNOWLEDGE
A basic understanding of Early Childhood Education environments.

CCCOnline COURSE POLICIES
The CCCOnline Course Policies page contains information about the student's role in the classroom, grading policies, and rights and responsibilities.
COURSE MATERIALS

All course reading material is available online and linked within the course site. You do not need to purchase any additional materials.

MINIMUM COMPUTER REQUIREMENTS

To complete this course, you will need regular access to a computer from which you can get to the internet and use email. In order to ensure that your course functions properly, you must run the System Check. This is a CRITICAL STEP, and taking the time to do it now will eliminate a tremendous amount of frustration for you later. To run the System Check, click Tools in the course NavBar and then click System Check.

REQUIRED READINGS

Links to each required reading or resource are found within the Read/View section of each module. Directions for what sections or pages to read are found in the description below each reading.

LIBRARY ACCESS

You will need your student ID Number (Your S#) to login to the CCCOnline Library in order to gain access to some of the readings and videos in this course.
COURSE COMPETENCIES AND OUTCOMES

STUDENT COMPETENCIES

The competencies you will demonstrate in this course are as follows:

A. Identify the responsibilities, knowledge, and skills required for early childhood program management and staff leadership.
B. Analyze program vision, mission, values, and philosophy that support administration of a quality ECE programs.
C. Analyze current local, state, and national policies and practices that promote quality in early care and education programming.
D. Analyze the role of ethical decision-making in administrative practices for EC leaders using National Association for the Education of Young Children (NAEYC) Code of Ethical Conduct and Code of Ethical Conduct for Administrators.
E. Describe laws, policies, and regulations pertinent to the EC profession and apply them to best practices for EC directors/administrators.
F. Discuss early childhood program practices that support optimal child development in an educational or care-giving setting for young children.
G. Demonstrate familiarity with resource management strategies in terms of fiscal management of ECE program income streams.
H. Demonstrate familiarity with resource management strategies in terms of fiscal management of ECE program expenses.
I. Identify risk management strategies for managing emergency preparedness, food programming, health, and safety operations of an early care and education program.
J. Recognize policies and procedures that promote best practices in staffing an ECE program.
K. Discuss practices/issues related to working with other stakeholders in EC programming.
L. Assess community needs for EC programming and develop a marketing strategy.

NAEYC STANDARDS

This course is aligned with the National Association for the Education of Young Children (NAEYC) Professional Preparation Standards.
The module outcomes that will permit you to demonstrate course competencies are:

**MODULE 1**

**Outcomes**

1. Discuss the required skills, knowledge, and responsibilities of a program administrator/leader.  
2. Formulate a center philosophy statement.  
3. Assess community need for early childhood programs.  
4. Summarize the key elements of what contributes to a high-quality Early Childhood Program.

**Competencies**

A, B, L

**MODULE 2**

**Outcomes**

1. Evaluate potential candidates for staffing to determine if they meet required qualifications.  
2. Design a staffing plan in accordance with CO Rules and Regulations.  
3. Calculate payroll expenses.  
4. Discuss strategies for creating a positive work climate and the effect that offering benefits plays in the overall budget.  
5. Apply labor laws to early childhood program operating systems.  
6. Write effective policies for a Staff Handbook that meet the requirements of Colorado Licensing Rules and Regulations.

**Competencies**


**MODULE 3**

**Outcomes**

1. Create a tuition rate schedule.  
2. Calculate total annual income from tuition.  
3. Identify resources available for child care financing.  
4. Develop a marketing plan.  
5. Calculate costs associated with marketing.  
6. Discuss Director’s role in Curriculum Selection, Implementation, and Evaluation.  
7. Explain the importance of family and community engagement.

**Competencies**


**MODULE 4**

**Outcomes**

1. Evaluate classroom environments using a quality standards tool (ITERS, ECERS, CDE Quality standards).  
2. Calculate the associated costs for equipping a classroom.  
3. Plan a one-month cycle menu.  
4. Calculate associated costs for food programs in early learning programs.  
5. Develop a plan for disaster and emergency preparedness.  
6. Explain the rules and regulations associated with health and safety aspects of program administration.

**Competencies**

I, H, I, I, I, J
**MODULE 5**

<table>
<thead>
<tr>
<th>Outcomes</th>
<th>Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Apply the NAEYC Code of Ethics guidelines to ethical dilemmas.</td>
<td>D</td>
</tr>
<tr>
<td>2. Research current local and national initiatives related to early childhood education.</td>
<td>A, C</td>
</tr>
<tr>
<td>3. Discuss the administrator's role in supporting initiatives as a leader in the field.</td>
<td>A, C</td>
</tr>
<tr>
<td>4. Students will synthesize prior module coursework to create a center budget.</td>
<td>G, H</td>
</tr>
<tr>
<td>5. Analyze profit and loss statements in order to successfully operate an early childhood program with a profit.</td>
<td>G, H</td>
</tr>
</tbody>
</table>

**GRADING AND EVALUATION**

**METHODS**

Evaluation includes a combination of discussion participation, assignments, and other evaluations. Rubrics are provided for assignments and discussions.

**GRADING POLICIES**

Mark all Module due dates on your calendar for this class. You may submit assignments AHEAD of schedule.

This is not a self-paced course. The expectation of the ECE/EDU program at CCCOnline is that students will meet assignment due dates. Late assignments will not be accepted without prior approval. **Therefore, it is expected that you contact your instructor prior to when the deadline has lapsed.** There may be exceptions due to special circumstances such as medical emergency, military deployment, or in some legal cases. In these rare situations, it is at the instructor’s discretion to accept late work or make a modification to the course schedule.
SUMMARY OF GRADING

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussions (10 @ 20 points each)</td>
<td>200</td>
<td>29%</td>
</tr>
<tr>
<td>Assignments:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Center Philosophy (20 points)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Community Needs Assessment (30 points)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Staff Qualifications (30 points)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Staffing Plan and Payroll Expenses (60 points)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Staff Handbook (30 points)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Tuition Schedule (20 points)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Marketing Plan (30 points)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Classroom Evaluation and Equipment Purchase Order (60 points)</td>
<td>400</td>
<td>59%</td>
</tr>
<tr>
<td>• Cycle Menu and Food Program Budget (60 points)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Ethics in Early Childhood Education (30 points)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Quality Initiatives Research Paper (30 points)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final Project: Create an Operating Budget</td>
<td>80</td>
<td>12%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>680</td>
<td>100%</td>
</tr>
</tbody>
</table>

Grading Scale

- **A** = 90 to 100%
- **B** = 80 to 89%
- **C** = 70 to 79%
- **D** = 60 to 69%
- **F** = 59% and below

DISCUSSIONS

Participation in the weekly discussions is required of all students. There are specific opening and closing dates for the discussions. To receive full credit for the discussion assignments, you should respond fully to each aspect of the original topic and then reply to a minimum of 2 other learners. You should be participating in discussions across three different days each week.

Each topic for discussion is posted under the Discussions link. Compose your response to the discussion topic by Thursdays at 11:59 PM. It is important to read others’ comments, think about them, and then reply to them. By Sundays at 11:59 PM, you will need to post replies to at least two of your classmates.

My role is to facilitate and guide discussion. **Your role is to be an active participant in the dialogue. Simply stating that you agree with another student does NOT constitute “insightful, thoughtful, and reflective comments and/or questions”** per the grading rubric. Your responses should extend an idea or concept, ask questions, share a related anecdote, or continue the conversation with thoughtful input.

To earn full credit, see the All Modules: Discussions rubric in Course Rubrics.
ASSIGNMENTS

All assignments are described in detail on the module assignment pages and include a rubric to reference for grading expectations. If you have questions check there and/or send me an email. **This course is not self-paced and is not open-exit.** All assignments, papers, discussions, etc., are to be completed by no later than midnight of the due date. Late assignments will not be accepted.

FINAL BUDGET PROJECT

The final project is a culmination of 5 assignments completed through the first 4 Modules. The assignments completed in modules throughout the course, and the outcomes aligned to them, are the scaffolding leading into this final project:

- Module 2 Assignment #2: Staffing Plan and Payroll Expenses
- Module 3 Assignment #1: Tuition Schedule
- Module 3 Assignment #2: Marketing Plan
- Module 4 Assignment #1: Classroom Evaluation and Equipment Purchase Order
- Module 4 Assignment #2: Create a Menu

The final project is linked in the Syllabus and in the Module 5 Assignments section.

MODULE 5 FINAL PROJECT:

CREATE AN OPERATING BUDGET

OVERVIEW

In this course you learn about the financial aspect of directing a childcare center. It’s important that directors understand their role as business managers. While most directors are excellent as ECE professionals, the business side of childcare programs is equally as important in the operation of the center.

This final assignment will focus on running a childcare business and maintaining a center budget. Throughout the course, you complete assignments that require you to calculate costs including, salary, tuition, marketing, and equipment and supply purchases, nutrition programs, and other miscellaneous expenses. You will enter all of this data into one comprehensive budget. This activity will provide a valuable opportunity for you to create a center budget and consider all the costs required to operate a childcare center.
INSTRUCTIONS

1. You will complete an operating childcare center budget using the data collected throughout the course. Fill out the Budget Project Cover Sheet and make it the first page of your submission.

Assignments completed in modules throughout the course, and the outcomes aligned to them, are the scaffolding leading into this final project:
   - Module 2 Assignment #2: Staffing Plan and Payroll Expenses
   - Module 3 Assignment #1: Tuition Schedule
   - Module 3 Assignment #2: Marketing Plan
   - Module 4 Assignment #1: Classroom Evaluation and Equipment Purchase Order
   - Module 4 Assignment #2: Create a Menu

2. You will need to estimate some items based on information from the course module resources, or your independent research.

Remember that an operational budget includes both income and expenses. This budget is a rough estimate of the costs necessary to operate a large childcare center. The purpose of this assignment is to provide you an opportunity to develop a childcare budget and recognize the costs involved.

I strongly suggest you review the sample budgets (see the Module 5 resources) as a model for developing your budget.

3. Use the Operational Budget Template to enter all applicable income and expenses you have calculated throughout the semester. It is recommended that as you complete the assignments listed below that you add the budget items to your final Operational Budget Template. Please be sure to include:
   - Payroll expenses
   - Tuition income
   - Marketing expenses
   - Equipment expenses
   - Food program expenses

4. You will reflect on the budget assignment in the discussion board.

5. Submit your paper and spreadsheet to the Assignment folder by the deadline.
Course Schedule

The Schedule is subject to change as needed.

This page summarizes all of the graded assignments, exams, and reading assignments for the course. If you want, you can print it out and post it somewhere handy.

All assignments are described in detail on the Module assignment pages. If you have questions check there and/or send me an e-mail.

This course is not self-paced and is not open-exit. All assignments, papers, quizzes, discussions, etc., are to be completed by no later than 11:59 pm MST/MDT of the due date.

NOTE: Important CCCOnline semester dates (e.g., drop/withdraw/term end) appear on the CCCOnline calendar.

Module 1

<table>
<thead>
<tr>
<th>Reading/Assignments/Exams</th>
<th>Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>(See Module 1 Activities List)</td>
<td></td>
</tr>
<tr>
<td>Read: All readings in section - Introduction to the Director Role, Defining Quality, and Developing a Vision</td>
<td></td>
</tr>
<tr>
<td>Discuss: Student Introductions and Characteristics of an Effective Director</td>
<td></td>
</tr>
<tr>
<td>Do: M1 Assignment #1 - Center Philosophy</td>
<td></td>
</tr>
<tr>
<td>Read: All readings in section - Needs Assessment</td>
<td></td>
</tr>
<tr>
<td>Discuss: Program Types</td>
<td></td>
</tr>
<tr>
<td>Do: M1 Assignment #2 - Community Needs Assessment</td>
<td></td>
</tr>
</tbody>
</table>

Module 2

<table>
<thead>
<tr>
<th>Reading/Assignments/Exams</th>
<th>Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>(See Module 2 Activities List)</td>
<td></td>
</tr>
<tr>
<td>Read: All readings in section - Staff Qualification, Staffing Plans, and Payroll Expenses</td>
<td></td>
</tr>
<tr>
<td>Discuss: Retaining Staff</td>
<td></td>
</tr>
<tr>
<td>Do: M2 Assignment #1 - Staff Qualifications</td>
<td></td>
</tr>
<tr>
<td>Do: M2 Assignment #2 - Staffing Plan and Payroll Expenses</td>
<td></td>
</tr>
<tr>
<td>Discuss: Hiring the Best Candidate</td>
<td></td>
</tr>
<tr>
<td>Read: All readings in section - Benefits, Policies &amp; Procedures</td>
<td></td>
</tr>
<tr>
<td>Do: M2 Assignment #3 - Staff Handbook</td>
<td></td>
</tr>
<tr>
<td>Module 3</td>
<td></td>
</tr>
<tr>
<td>3 Weeks: Date start - Date end</td>
<td></td>
</tr>
</tbody>
</table>

Module 3

<table>
<thead>
<tr>
<th>Reading/Assignments/Exams</th>
<th>Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>(See Module 3 Activities List)</td>
<td></td>
</tr>
<tr>
<td>Read: All readings in section - Tuition and Curriculum</td>
<td></td>
</tr>
<tr>
<td>Discuss: Curriculum Mentoring</td>
<td></td>
</tr>
<tr>
<td>Do: M3 Assignment #1 - Tuition Schedule</td>
<td></td>
</tr>
<tr>
<td>Read: All readings in section - Marketing and Family Engagement</td>
<td></td>
</tr>
<tr>
<td>Discuss: Communicating with Families</td>
<td></td>
</tr>
<tr>
<td>Do: M3 Assignment #2 - Marketing Plan</td>
<td></td>
</tr>
</tbody>
</table>
**MODULE 4**

**Reading/Assignments/Exams**

(See Module 4 Activities List)
Read: All readings in section - Environment & Safety
Discuss: Planning for an Emergency
Do: M4 Assignment #1 - Classroom Evaluation and Equipment Purchase Order
Read: All readings in section - Health and Nutrition
Discuss: Miscellaneous Center Expenses
Do: M4 Assignment #2 - Cycle Menu and Food Program Budget

**MODULE 5**

**Reading/Assignments/Exams**

(See Module 5 Activities List)
Read: All readings in sections - NAEYC, Advocacy
Discuss: Advocacy - Finding Your Voice
Do: M5 Assignment #1 - Ethics in Early Childhood Education
Read: All readings in section - Local and National Initiatives
Do: M5 Assignment #2 - Quality Initiatives Research Paper
Read: All readings in section - Final Budget
Discuss: Reflection on the Budget Project
Do: Final Project: Create an Operating Budget

Last modified 8/23/2019 kms