

**Kaskaskia College Course Syllabus
CHCA 204**

I. COURSE LOCATION

X ON CAMPUS CCC

II. COURSE IDENTIFICATION

PREFIX: CHCA NUMBER: 204 NAME: Child Care Administration

3	LECTURE HOURS	CHCA 0550	CURRICULUM & NO.
0	LABORATORY HOURS	1.2/200202	PCS-CIPS NUMBER
3	CREDIT HOURS	N	VARIABLE (Y/N)
0	CLINICAL HOURS	N	REPEATABLE (Y/N)
0	SOE HOURS	0	TIMES

III. DIVISION TO WHICH COURSE IS ASSIGNED

BACCALAUREATE/TRANSFER
X CAREER EDUCATION
 CONTINUING COMMUNITY EDUCATION
 ABE/ASE
 HEALTH OCCUPATIONS
 OTHER

IV. CATALOG DESCRIPTION OF COURSE

Students will examine the management processes of planning; staffing; record keeping; budgeting; purchasing and monitoring for quality. Formation of policy statements, philosophy, programming, planning, evaluation and working with parents will be included. Students will become familiar with computer usage, licensing standards, accreditation, community resources and professional organizations.

V. PREREQUISITES FOR THE COURSE

CHCA 111, CHCA 107, or permission of the instructor.

VI. METHODS OF INSTRUCTION

X DISCUSSION-LECTURE	SEMINAR
LABORATORY	TELE-LECTURE (FILM-TV)
CORRESPONDENCE	LABORATORY-DISCUSSION
TELEVISION (TELECOURSE)	LECTURE
RADIO	LECTURE-LABORATORY
INDEPENDENT STUDY	OTHER (IDENTIFY):
CO-OP	

VII. OBJECTIVES OF THE COURSE (USE ADDITIONAL PAGES AS NECESSARY)

- A. Demonstrate knowledge of planning, administering, staffing, leading, and controlling quality.
- B. Demonstrate knowledge of state licensing standards and NAEYC Accreditation.
- C. Demonstrate competence in budget planning and financial record keeping.
- D. Discuss curriculum models as a basis for program philosophy.
- E. Write policy statements, philosophy, center goals.
- F. Work with staff, keep staff records and evaluate staff performance.
- G. Work with staff to plan, organize, implement and evaluate children's programs.
- H. Describe and recognize a safe, healthy, appropriate environment for young children.
- I. Communicate with parents and develop a strategy for networking with the community.
- J. Name and describe various professional early childhood education organizations.
- K. Identify software specific to managing an effective early childhood center.

VIII. A. REQUIRED TEXTBOOK(S)

TITLE: Management of Child Development Centers
AUTHOR(S): Verna Hildebrand
COPYRIGHT DATE: 1997 EDITION: 4th.
PUBLISHING COMPANY: Macmillan
ISBN#:0-13-238635-6

TITLE:
AUTHOR(S):
COPYRIGHT DATE: EDITION:
PUBLISHING COMPANY:
ISBN#:

B. REQUIRED WORKBOOK(S)

TITLE:
AUTHOR(S):
COPYRIGHT DATE: EDITION:
PUBLISHING COMPANY:
ISBN#:

IX. SUPPLEMENTARY INSTRUCTIONAL MATERIALS IDENTIFY GENERAL SOURCES:

Illinois Department of Children and Family Services Text of Adopted, Subchapter e: Requirements for Licensure, Part 407: Licensing Standards for Day Care Centers.

IF EXTENSIVE COLLATERAL READINGS ARE REQUIRED FROM SPECIFIC BOOKS, PROVIDE INFORMATION.

X. METHODS OF EVALUATION OF STUDENTS ENROLLED IN THE COURSE

Written tests and assignments designed for students to develop competencies in duties and tasks of directors of child care facilities.

XI. COURSE OUTLINE

- A. Overview of early childhood programs
- B. Determining philosophy and establishing policies
- C. Implementing and evaluating the program
- D. Assessing, recording, and reporting children's progress
- E. Planning and scheduling children's activities
- F. Providing nutrition, health, and safety services
- G. Promoting good support systems between home and school
- H. Understanding administrative organization and regulations
- I. Leading and managing personnel
- J. Establishing good physical environments
- K. Financing and budgeting
- L. Contributing to the profession

PREPARED BY: Tina Suarez

REVIEW/REVISION DATE: 2004

REVIEWED BY:

CHCA 204
Child Care Administration
Learning Outcomes

- I. Each student will gain knowledge of planning, administering, staffing, leading, and controlling quality by job shadowing with a director in a child care center.**
 - A. Each student will be required to be in a child care facility with a director for at least two days during the semester.**
 - B. Each student will obtain an updated copy of the child care centers licensing standards.**
 - C. After each student has job shadowed with the director, each student will be required to write their own educational statement and center goals.**

- II. Each student will demonstrate his or her financial skills.**
 - A. Each student will obtain a blank copy of an appropriate budget form.**
 - B. Each student will complete a center budget using guidelines given in class.**
 - C. Each student will test their budgetary knowledge by making a budget presentation in class.**

- III. Each student will gain knowledge of the state food program requirements.**
 - A. Each student will contact the State Board of Education. They will be required to obtain an application packet to complete as a course requirement. This will give the student knowledge on how the monthly food program report is completed and submitted.**

- IV. Each student will have a better understanding a the importance of professional organizations.**
 - A. Each student will be given a list of professional organizations.**
 - B. Each student will be required to attend a monthly professional organization meeting or a professional workshop.**
 - C. Each student will demonstrate their knowledge by completing a report onthe value of belonging to an organization.**

- V. Each student will complete and pass a mid term exam covering:**
 - A. Staffing policies, record keeping and evaluating staff performance.**
 - B. Communicating with parents and outside agencies.**
 - C. Writing policy statements, philosophy, and center goals.**

- VI. Each student will complete and pass a final exam covering:**
 - A. Identifying and using specific software on the management of child care Centers.**

