

**CDEC 2326
Administration of Programs for Children I**

Western Texas College

- I. Basic Course Information
 - A. Course Description: Application of management procedures for early care and educational program. Includes planning, operating, supervising, and evaluating programs. Topics cover philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluations, and communication.
 - B. Required Prerequisite: None
- II. Student Learning Outcomes
 - A. Develop an initial operation plan
 - B. Identify the functions of an administrator
 - C. Evaluate an early care and educational program
- III. Testing Requirements
 - A. The midterm and final exam must be proctored by an approved testing organization. (ask your instructor for more details)
 - B. Students will be allowed to use their book and notes for the midterm exam
 - C. Students will NOT be allowed to use their book and notes for the final exam
- IV. Major Course Requirements

A. Assignments	60%
B. Midterm	20%
C. Final	20%
- V. Information on Books
 - A. Required Book: Administration of Programs for Young Children, 9th Edition Cengage Learning
- VI. Other Policies, Procedures and important dates. Please refer to the [WTC Catalog](#) for the following:
 - A. Campus Calendar
 - B. Final Exam Schedule
 - C. How to drop a class
 - D. Withdrawal Information
 - E. Student Conduct/Academic Integrity
 - F. Class Attendance
 - G. Student with disabilities
- VII. Course Content

Chapter 1	The Director: A Broad View	History of Child Care in the United States Child Care Today Program Administration The Director as Leader The Director as Manager Ethical Management Practices
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		Professional Development Relations to the Board of Directors
Chapter 2	Diversity and Early Education	Culturally Aligned Services Cultural Competence Preserve Diversity Administrator's Role Clarifying your Vision and Mission
Chapter 3	Choices: Schools and Programs	Types of Programs Military-Based Child Care Inclusive Programs
Chapter 4	Administering Program Plans	Program Planning Goals Curriculum Assessment Policy and Procedures
Chapter 5	Planning: Infants and Toddlers	Brain Research Infant-Toddler Development Developmentally Appropriate Program Responding to Families in Culturally Sensitive Ways Environment
Chapter 6	Planning: Preschool-Age Children	Preschool Development Developmentally Appropriate Program Diversity in the Program Adaptations for Children with Special Needs
Chapter 7	Planning: School-Age Children	School-Age Programs Developmentally Appropriate Program Space Outdoor Environment
Chapter 8	Family Child Care	Regulations Provider Characteristics Administrator The Future
Chapter 9	Staff Selection/Personnel Policies	Staff Turnover Staff Selection Staff Recruitment Application Information Selection Process Evaluating Personal Practices and Records Substitute
Chapter 10	Staff Supervision and Training	Director as Supervisor Evaluation of Staff Performance Professional Development

		<ul style="list-style-type: none"> Planning Effective Meetings Staff Turnover and Retention
Chapter 11	Budget	<ul style="list-style-type: none"> Development Expenses- Personnel Expenses-Variable Fixed Expenses Income Summary of Budget Cycle
Chapter 12	Nutrition, Health, and Safety for the Program	<ul style="list-style-type: none"> Nutrition Cooking Experiences Food Purchasing Food Preparation Food Safety Food Service for Children Physical Activity Health Safety
Chapter 13	Beginnings: A New Program/A New Year	<ul style="list-style-type: none"> Business Plan Location Finances Staff Selection Working Checklist Enrollment Parents Retaining Families

Last Modified: August 15, 2017