



Course Information

A: Division: Applied Programs
 B: Department: Child, Family and Community Studies
 Program: Early Childhood Education

Date: 6 October 1993
 New Course: X
 Revision of Course Information Form:
 Dated:

C: ECED 412 D: Administrative Skills for ECE Centres E: 3

Subject & Course No.	Descriptive Title	Semester Credit																																	
F: Calendar Description: This course is for students who wish to increase their skills in managing group child care and early education facilities. Topics such as program philosophy and policy design; financial management; and staff development and relationships with families and community will be highlighted.		Summary of Revisions: (Enter date & section) Eg. Section C,E,F																																	
G: Type of Instruction: Hours per Week/per Semester <table border="0"> <tr> <td>Lecture</td> <td>60</td> <td>Hrs.</td> </tr> <tr> <td>Laboratory</td> <td></td> <td>Hrs.</td> </tr> <tr> <td>Seminar</td> <td></td> <td>Hrs.</td> </tr> <tr> <td>Clinical Experience</td> <td></td> <td>Hrs.</td> </tr> <tr> <td>Field Experience</td> <td></td> <td>Hrs.</td> </tr> <tr> <td>Practicum</td> <td></td> <td>Hrs.</td> </tr> <tr> <td>Shop</td> <td></td> <td>Hrs.</td> </tr> <tr> <td>Studio</td> <td></td> <td>Hrs.</td> </tr> <tr> <td>Student Directed Learning</td> <td></td> <td>Hrs.</td> </tr> <tr> <td>Other</td> <td></td> <td>Hrs.</td> </tr> <tr> <td>TOTAL</td> <td>60</td> <td>HOURS</td> </tr> </table>		Lecture	60	Hrs.	Laboratory		Hrs.	Seminar		Hrs.	Clinical Experience		Hrs.	Field Experience		Hrs.	Practicum		Hrs.	Shop		Hrs.	Studio		Hrs.	Student Directed Learning		Hrs.	Other		Hrs.	TOTAL	60	HOURS	H: Course Prerequisites: ECED 312 I: Course Corequisites: J: Course for which this Course is a Prerequisite: K: Maximum Class Size: 30
Lecture	60	Hrs.																																	
Laboratory		Hrs.																																	
Seminar		Hrs.																																	
Clinical Experience		Hrs.																																	
Field Experience		Hrs.																																	
Practicum		Hrs.																																	
Shop		Hrs.																																	
Studio		Hrs.																																	
Student Directed Learning		Hrs.																																	
Other		Hrs.																																	
TOTAL	60	HOURS																																	
L: College Credit Transfer College Credit Non-transfer		M: Transfer Credit: Requested: Granted: Specify Course Equivalents or Unassigned Credit as Appropriate: U.B.C. S.F.U. U. Vic. through U.C.F.V. Other: Pacific Oaks (requested)																																	

Pat Brown

(PAT BROWN) COURSE DESIGNER(S)

B. Meller

DIRECTOR/CHAIRPERSON

[Signature]
P.H. Orger

DIVISIONAL DEAN

REGISTRAR

**N. Textbooks and Materials to be Purchased by Students
(Use Bibliographic Form)**

Yeates, M., McKenna, D., Warberg, C. and Chandler, K., Administering Early Childhood Settings, The Canadian Perspective, Toronto: Merrill Publishing Company, 1990.

Major Concepts: *global ideas that guide the design and delivery of the course*

1. A high quality early childhood education (ECE) program starts with a sound philosophy which reflects both current ECE practice and the values and beliefs of its constituents. This philosophy drives the operations of the educational or care service.
2. To possess the overview required to administer an ECE centre, one must understand the history of child care in Canada and North America, and keep abreast of current issues and trends in the field.
3. Guiding the operation of programs for young children requires familiarity with the legal regulations which govern child care.
4. Central to effective organization and leadership of an ECE centre is the development and on-going revision of a clearly articulated and complete set of centre policies and procedures which are consistent with program philosophy. This ensures that administrative decisions are based upon thoughtful and carefully considered guidelines.
5. Meeting the educational and care needs of children and their families is the primary purpose of quality ECE programs. This begins with the design and implementation of child observation and documentation systems which can be used when interpreting child growth and behaviours to parents and allied professionals. The day-to-day activities of the child care program are dependent upon a well-planned record keeping system where current, relevant information about the children and their families, staffing and payroll, and the governance of the centre are kept.
6. Effective administration requires the understanding and application of the principles of sound financial management.
7. The first priority of a competent administrator is concern for all of the people who participate in the child care environment.

8. To ensure that staff maintain their ideals and retain their enthusiasm, the supervisor provides many, varied opportunities for feedback, self evaluation, professional development and education.
9. Capable leadership in the centre involves compatible and cooperative working relationships with both centre management and union personnel.
10. Capable leadership involves guiding the Centre through future planning in response to family and community needs. The ECE administrator networks with resource people and organizations in the community and speaks on behalf of the centre in a competent and professional manner.

Evaluation:

Selection of evaluation and assessment tools for this course will be based on:

1. Adherence to college evaluation policy regarding number and weighting of evaluations, i.e. a course of three credits or more should include at least five separate evaluations.
2. A combination of evaluation instruments that includes opportunities for students to demonstrate different ways of knowing, i.e. oral, individual, group, narrative, research.
3. A developmental approach to evaluation that is sequenced and progressive.
4. Evaluation being used as a teaching/learning tool for both students and instructors.
5. Commitment to student participation in evaluation through such processes as self and peer evaluation, participation in instrument design and program/instructor evaluation.