

## **Child Development 129**

### ***Introduction to Program Administration***

*3 units; 3 hours lecture*

*Prerequisite: Child Development 125 or Child Development 126 with a minimum grade of C in prerequisite or concurrent enrollment or 50 days of preschool teaching experience within the past two years*

*Degree applicable Transfer CSU*

This course offers an introduction to the administration of early childhood programs and focuses on the regulations, standards and practices for licensed preschool programs. Program types, budgeting, management, regulations, laws, as well as the development and implementation of policies and procedures, are presented. Topics include the role of the program director, interpersonal relationships, public relations, staff recruitment and selection, and community resources. Students will examine administrative tools, philosophies, and techniques needed to organize, open, and operate an early care and education program.

### **Course Objectives:**

1. Identify and analyze the director's role, duties and responsibilities in an early childhood education program.
2. Assess community need for a childcare center.
3. Compare and contrast various program structures, philosophies, and curriculum models.
4. Identify strategies to ensure equity and respect for children, families, staff, and colleagues.
5. Demonstrate knowledge of compliance with regulatory systems by examining, applying, and interpreting Title 22 regulations for child care programs as defined by the California State Department of Social Services.
6. Summarize systems and methods to support sound fiscal operations which include analyzing and balancing budgets for child care programs.
7. Develop criteria and procedures for recruiting, training, and evaluating staff members.
8. Examine various duties of personnel involved in child care programs and develop job descriptions and staff orientation materials.
9. Analyze legal issues related to licensed programs.
10. Assess various methods and tools of evaluation.
11. Examine and establish effective administrative policies and evaluation procedures for various program components, including staffing and scheduling.
12. Assess community resources available to support early childhood programs and develop strategies for disseminating information to parents and staff.

### **Student Learning Outcomes (SLO):**

1. Applying Skills  
Apply administration skills in various types of early care and education program.
2. Fiscal Planning  
Demonstrate knowledge of strategic and fiscal planning.
3. Quality Programs  
Evaluate components of quality programs, facilities, and operations.

### **ADA Statement:**

El Camino College is committed to providing educational accommodations for students with disabilities upon the timely request by the student to the instructor. A student with a disability, who would like to request an academic accommodation, is responsible for identifying herself/himself to the instructor and to the Special Resource Center. To make arrangements for academic accommodations, contact the Special Resource Center.

### **Student Code of Conduct**

<https://www.elcamino.edu/administration/board/2019-policies/AP%205500%20Student%20Conduct%20.pdf>

### **Student Rights and Grievances Procedure 5530**

<https://www.elcamino.edu/administration/board/boarddocs/AP%205530%20STUDENT%20%20RIGHTS%20AND%20GRIEVANCES.pdf>