GROSSMONT COLLEGE

Official Course Outline

CHILD DEVELOPMENT 137 – ADMINISTRATION OF CHILD DEVELOPMENT PROGRAMS I

1. Course Number Course Title Semester Units Semester Hours

CD 137 Administration of Child 3 3 hours lecture: 48-54 hours

Development Programs I 96-108 outside-of-class hours

144-162 total hours

2. Course Prerequisites

None.

Corequisite

None

Recommended Preparation

A “C” grade or higher in 12 units of Child Development core curriculum: CD 125 (3 units); CD 131 (3 units);

6 units from CD 121, 123, 127, 129, 143, 130 and/or 153 and currently teaching in a preschool or child care setting in the role of the lead teacher or head teacher or other supervisory capacity.

3. Catalog Description

This course is designed for the beginning director of child care and preschool programs. It includes administrative tools, knowledge and techniques needed to organize, open and operate a child development facility. Topics include budget, management, regulatory laws, and development of school policies and procedures. This course is required by the California Department of Social Services and California Department of Education for child care and preschool program directors and site supervisors.

4. Course Objectives

The student will:

a. Assess community needs for child care services.

b. Develop administrative skills and strategies required to organize and open a child development facility.

c. Forecast income and prepare operating budget.

d. Develop operating policies and procedures, admission agreements and parent handbook.

e. Identify the director’s responsibility in planning and implementing the nutrition programs.

f. Analyze components of appropriate classroom environments and playgrounds.

g. Identify the director’s role in curriculum development and planning.

5. Instructional Facilities

Standard classroom with moveable furniture and Smartcart.

6. Special Materials Required of Student

None.

7. Course Content

a. Assessing community need.

b. California licensing and certifying.

c. Funding and fiscal management.

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7. Course Content continued

d. Developing and equipping a facility.

e. Staffing: hiring, evaluation, staff development.

f. Grouping and enrolling children.

g. ADA and inclusion policies.

h. Food, health and safety policies.

i. Curriculum development and planning.

8. Method of Instruction

a. Lecture.

b. Discussion.

c. Group work.

d. Project.

9. Methods of Evaluating Student Performance

a. Quizzes and/or journal assignments.

b. Homework.

c. In-class group projects.

d. Community Care Licensing Application for a Child Care Center.

e. Written final exam.

10. Outside Class Assignments

a. Reading.

b. Homework assignments.

c. Application assignment.

11. Texts

a. Required Text(s):

(1) Sciarra, Dorothy J. and Anne G. Dorsey. Developing and Administering a Child Care Center. New York, NY: Delmar Publishers, 2010.

(2) Community Care Licensing Division. Manual of Policies and Procedures, Child Care Center Title 22, Division 12 Chapter 1 and Subchapters 2 and 3 (Infant and School-Age). Sacramento, CA: California Department of Social Services, 2010.

b. Supplementary texts and workbooks:

None.

Addendum: Student Learning Outcomes

Upon completion of this course, our students will be able to do the following:

1. Assess community needs for child care services.
2. Forecast income and prepare operating budget.
3. Develop operating policies and procedures, admission agreements and parent handbook.
4. Prepare a budget and establish operating policy and procedure for an early childhood program.

Date approved by the Governing Board: May 17, 2011