

Early Childhood Care and Educational Program Management
FACS 2212
Course Syllabus
Spring 2007
Wednesdays/Fridays 11:00-12:15

Instructor: Mrs. Darby T. Sewell

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Office Hours: Tuesday/Thursday: 2:00-5:00, Wednesday: 3:00-5:30, and by appointment

Textbook: Nelson, L.S. & Nelson, A.J. (2006). *Child Care Administration: Planning Quality Programs for Young Children*. Goodheart-Wilcox. Tinley Park, Illinois.

Course Description: 3 hours. Instruction and observation in the basic principles of group management of infants and preschoolers. Guidance in selection of equipment and play materials, time and space management and business management with special emphasis on health and safety, licensing, staffing, program development, and general organization.

Course Objectives: Upon completion of the course students will be able to:

1. Describe the role and responsibilities of a child care center director.
2. Explain the purposes of licensing and other regulations affecting child care services.
3. Explain how to develop and analyze the program budget.
4. List factors that influence the organization and arrangement of successful classrooms.
5. Identify the criteria to consider when choosing equipment for a child care center
6. Determine staff needs and prepare job descriptions.
7. Define the role of program philosophy in program planning.
8. Explain elements of a developmentally appropriate curriculum.
9. Identify appropriate health and safety policies and practices for a child care center.
10. Determine various ways to communicate with parents.

Evaluation:

Exams: 3 Exams will be given during the semester. Exams will cover text material, class lectures, guest speakers, field trips, and supplemental videos viewed in class.

Daily Grades/Class Assignments: These assignments will be given in class and cannot be made up in the event of an unexcused absence. Daily grades include pop quizzes over textbook reading material and class lecture, internet assignments, video sheets, guest speakers, labs, and other class assignments such as chapter review questions. Attendance is important to achieving all daily grade points.

Reflections/Observations: Students will be responsible for writing reflections and observations about field trips taken throughout the semester. Students should obtain resources from field trips and guest speakers that can be referenced in the reflections.

Field trips and guest speakers will be used throughout the semester to enhance student learning.

Late assignments will be penalized.

Attendance Policy: See attached policy.

Academic Honesty: See ABAC Catalog for Academic Honesty Policy. “Academic irregularities include, but are not limited to, giving or receiving of unauthorized assistance in the preparation of any academic or clinical assignment; taking or attempting to take, stealing, or otherwise obtaining in an unauthorized manner any material pertaining to the education process; selling, giving, lending, or otherwise furnishing to any person any question and/or answers to any examination known to be scheduled at any subsequent date; fabricating, forging, or falsifying lab or clinical results; plagiarism in any form related themes, essays, term papers, tests, and other assignments; breaching any confidentiality regarding patient information.” Due process for academic dishonesty cases will be followed as outlined in the ABAC Catalog. For more a detailed explanation, see the ABAC Catalog on Academic Dishonesty.

*This includes plagiarizing from the Internet.

Make-Up Work: This is a college class and it is YOUR responsibility to make up work when you have an EXCUSED ABSENCE. There will be no make up assignments unless there is an excused absence involved. Excused absences include events in which you represent ABAC and the advisor/coach has contacted me before you miss class or an excuse from the hospital/doctor. Notes from parents do not constitute an excused absence. The instructor has the discretion to determine if an absence is excused or unexcused. The student has 5 business days to make up work. The student should take the responsibility to contact the instructor to make up work. Failure to make up work missed will result in a ZERO. Excessive absences will adversely affect the student’s course grade and could result in an F. **There will be no make-up exams unless there has been a medical emergency and the instructor has been notified and an official excuse provided or if the absence is for official ABAC duties such as Ambassador or Athletic teams and the instructor has given prior approval. Alternative forms of the exam may be used for such cases such as entirely essay format.**

Tardiness is greatly frowned upon. For every three times a student is late to class, an unexcused absence will be recorded. *The door will be locked at the beginning of class on all quiz and test dates and scheduled guest speakers.* If you are late, you will be unable to make up quiz or test or points earned from guest speaker evaluations.

Any student in this class who has specific needs because of learning disabilities or any other disability should discuss this with the instructor.

Academic and Classroom Behavior Policies:

- Class will begin on time. Avoid arriving late and leaving early. **It is unprofessional to arrive late to class and get up in the middle of class unless it is an emergency. It is also disruptive to the instructor and other students.**
- You are expected to attend class on a regular basis and participate in all activities and discussion
 - If a student is not prepared for class or misses an assignment deadline, the student’s grade may be lowered and/or work may not be accepted
- Avoid talking while teacher, classmates or guests speakers are talking or other unprofessional behavior. This is a discussion based class. It is important to be courteous and respectful to other class members. Common courtesy is expected. You should wait for another person to finish before your begin talking, raise your hand if you have a comment, and refrain from chatting with others while someone else is speaking.

- Avoid asking inappropriate or involved questions which have nothing to do with the topic under discussion.
- Avoid studying or reading other material, sleeping and not participating in group discussion or activities that are considered disruptive behavior according to the Board of Regents policy on disruptive behavior. Classroom sessions are not for studying for other classes, doing homework, or conducting other business. Sleeping should be done before, or after, but never during the classroom session.
 - Students who engage in such behavior can be asked to leave class.
- Students must be reasonably dressed in the classroom.
- Avoid using foul or profane language. Profane language is offensive to most people, and is both unprofessional and unacceptable.
- Avoid chewing tobacco or using snuff while in class.
- Students should respect all equipment and furniture in the facility.
- **Turn Cell Phones off before class begins. If your cell phone rings in class or a student participates in text messaging during class, 5 points will be deducted from the student's next exam.**
- **No eating during class.**
- **Drinks in spill proof containers are permissible.**
- **Use your breaks between classes to use your cell phone and eat your snacks.**

Course Grading:

Exams:	300
Daily Grades/Class Assignments:	100
Reflections/Observations:	100
Total	500

Grade	Percentage
A	448-500
B	398-447
C	348-397
D	298-347
F	297 & Below

Course Calendar
FACS 2212
Early Childhood Care and Educational Program Management
Tentative Plan

Instructor reserves the right to change the course plan. Students will be notified of any changes.

Day	Date	Chapter/Assignments
Wednesday	January 10	Class Introduction & Overview Review Syllabus Start Chapter 1: Quality Child Care: Today's Growing Need
Friday	January 12	Complete Chapter 1 Begin Chapter 2: Determining the Needs for Child Care <i>End of Drop/Add</i>
Wednesday	January 17	Complete Chapter 2 Discuss Child Care Needs Questionnaire
Friday	January 19	Guest Speaker: Child Care Resource & Referral Topic: Requirements for opening a family/group/center facility
Wednesday	January 24	Guest Speaker: Child Care Resource & Referral Topic: Need of child care in the area, start costs, business plans, etc. mainly for group/center child care facilities
Friday	January 26	Class Assignment Complete the review questions for chapters 1- 3. These may be found at the end of each chapter. Type the question and your response. Your response must be in complete sentences.
Wednesday	January 31	Chapter 3: Planning a Budget <i>Review questions for chapters 1 – 3 are due at the Beginning of Class!!! Must be typed and stapled together!!!</i>
Friday	February 2	Field Trip: Child Care Resource & Referral Office Topic: Resource Room & Demonstration of Parent Referral
Wednesday	February 7	Summarize Budget Discussion Chapter 4: Writing a Proposal or Business Plan
Friday	February 9	Chapter 5: Governance of Child Care Programs
Wednesday	February 14	<i>Review questions for chapters 4 –5 are due at the Beginning of Class!!! Must be typed and stapled together!!!</i> These may be found at the end of each chapter. Type the question and your response. Your response must be in complete sentences. Complete Chapters
Friday	February 16	Guest Speaker: Child Care Resource & Referral Topic: Accreditation/Quality in Family/Group/Center Facilities
Wednesday	February 21	Exam 1
Friday	February 23	Guest Speaker: Child Care Resource & Referral Topic: Inclusion/ADA Laws

Wednesday	February 28	Chapter 6: Facilities for a Quality Child Development Program <i>Mid-term deadline for withdrawal w/o academic penalty is March 1</i>
Friday	March 2	Chapter 7: Choosing Equipment & Supplies
Wednesday	March 7	Field Trip: Model Classroom at Moultrie Technical College, Tifton Campus Topic: Room Arrangement & Developmentally Appropriate Toys
Friday	March 9	Chapter 8: Selecting Appropriate Staff <i>Review questions for chapters 6 –7 are due at the Beginning of Class!!! Must be typed and stapled together!!!</i> These may be found at the end of each chapter. Type the question and your response. Your response must be in complete sentences. <i>Reflection Papers on field trips to MTC & CCRR are due.</i> Each reflection must be typed, double spaced, & at least one full page each in length. Describe what you observe at each the facility.
Wednesday	March 14	Chapter 9: Marketing & Planning for Enrollment
Friday	March 16	Complete Chapters & Class Assignments for Chapters 8 & 9 Possible Guest Speaker from a Child Care Center
Wednesday	March 21	Spring Break
Friday	March 23	Spring Break
Wednesday	March 28	Chapter 10: The Daily Program
Friday	March 30	Possible Field Trip to A Center Discuss staffing, marketing, communication with parents
Wednesday	April 4	Complete Chapters Test Review <i>Review questions for chapters 8 –10 are due at the Beginning of Class!!! Must be typed and stapled together!!!</i> These may be found at the end of each chapter. Type the question and your response. Your response must be in complete sentences.
Friday	April 6	Exam 2
Wednesday	April 11	Chapter 11: You, the Director – A Complex Role & Chapter 12: Maintaining Staff Morale & Stability
Friday	April 13	Possible Guest Speaker: Director of a Child Care Facility Topic: Administrative work of the program, Positive/Negative aspects of director role & staffing & personnel policies & record keeping, accreditation
Wednesday	April 18	Chapter 14: Decisions on Purchasing & Support Services

Friday	April 20	<p>Class Assignment</p> <p>Complete the review questions for chapters 11, 12, & 14 These may be found at the end of each chapter. Type the question and your response. Your response must be in complete sentences.</p>
Wednesday	April 25	<p>Possible Guest Speaker:</p> <p>Topic: Making the Center a Safe & Healthy Place <i>Review questions for chapters 11, 12 & 14 are due at the Beginning of Class!!! Must be typed and stapled together!!!</i></p>
Friday	April 27	<p>Chapter 17: Parents & the Child Care Program Last Day of Class</p>
Tuesday	May 1	<p>Final Exam 1:00-3:00</p>

Revised January 2007