

**J. Sargeant Reynolds Community College**  
**Course Content Summary**

**Course Prefix and Number:** CHD 270

**Credits:** 3

**Course Title:** Administration of Child Care Programs

**Course Description:** Examines the skills needed for establishing and managing early childhood programs. Emphasizes professionalism and interpersonal skills, program planning, staff selection and development, creating policies, budgeting, and developing forms for recordkeeping. Lecture 3 hours per week.

**General Course Purpose:** Students will gain knowledge in the development of language and perceptual skills of young children. This course is a third semester requirement for the associate degree and also a requirement for the Advanced Career Studies Certificate.

**Course Prerequisites and Co-requisites:**

None

**Course Objectives:**

Upon successful completion of the course, the student will be able to:

- a. Demonstrate knowledge in early childhood program issues in the United States;
- b. Demonstrate knowledge of the major types of early childhood education programs and the regulatory systems of these programs in Virginia;
- c. Demonstrate knowledge of accreditation standards and systems;
- d. Demonstrate knowledge of program planning and evaluation in early childhood settings;
- e. Demonstrate knowledge of the recruitment, selection, hiring, and training in early childhood settings;
- f. Demonstrate knowledge of early childhood program policies for administration, staff, and parents;
- g. Demonstrate knowledge of the major types of management and leadership styles and their relationship to organizational climate in early childhood settings;
- h. Demonstrate knowledge of funding sources, program cost components, and strategies for sound fiscal management of programs;
- i. Demonstrate knowledge of supply/equipment acquisition and maintenance in an early childhood setting;
- j. Demonstrate knowledge of the concept of risk management;
- k. Demonstrate knowledge of marketing and public relations strategies for programs;
- l. Demonstrate knowledge of policies and procedures for parent involvement in early childhood programs;
- m. Demonstrate knowledge of strategies for successful community collaborations for early childhood programs;
- n. Demonstrate knowledge of crisis management in early childhood settings;
- o. Demonstrate knowledge of the importance of insurance coverage in early childhood settings;
- p. Demonstrate knowledge of human resource policies;
- q. Demonstrate knowledge of staff scheduling in early childhood settings;
- r. Demonstrate knowledge of employee retention, compensation, and recognition in early childhood settings;
- s. Demonstrate awareness of and learn to use appropriate technology as typical used in child care settings; and
- t. Demonstrate knowledge of managing the food and the health and safety programs in child care settings.

**Major Topics to Be Included:**

- a. Child care issues and trends
- b. General business management and organizations
- c. Policy development
- d. Health, safety, food management, and nutrition
- e. Principals of developmentally appropriate curricula
- f. Parental involvement and communications
- g. Community resources
- h. Legal issues
- i. Marketing skills

**Effective Date of Course Content Summary:** September, 2009