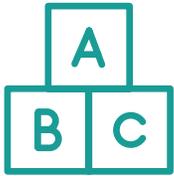


Child Care Administration

LEARNING OBJECTIVES



Our child care administration program is designed by early childhood education (ECE) experts and experienced industry professionals. It goes above and beyond certification requirements to ensure your competence (and confidence) from day one on the job as a shiny new child care administrator.

You'll gain the skills and knowledge needed for teaching young children, working in child care centers and preschools, and running your own home-based business. Our comprehensive program trains you on child development and education, health and safety, nutrition and food management, parent and family relations, and child care center management. And because our program is aligned with the **Child Development Associate (CDA)** certification, you'll be ready to take—and pass—the exam as soon as you finish your training.

All you need is a high school diploma or a GED to get started.

Managing Children's Centers In The 21st Century

- Discuss challenges and trends in modern centers.
- Define standard terms, explore core competencies required, identify stages of professional development required for child care administrators.
- Explore population trends that influence early care and education.

Types Of Child Development Programs

- Compare and contrast five types of childcare programs.
- Discuss financing methods for child development programs and the related pros and cons.
- Learn a systems approach to providing childcare services.

Applying Theories In Managing A Child Development Center

- Review multiple methods for managing child development centers.

- Learn four types of child development theories and how they're applied by child care managers.
- Explore five management processes and the ecological systems framework.

Reflective Management

- Examine the importance of self-reflection.
- Discuss management and leadership styles.
- Understand emotional intelligence.
- Study decision types and prioritization.

Organizational Management

- Discuss organizational management and stakeholders.
- Gain a working knowledge of the regulatory systems governing program operation.
- Learn the reasons behind the regulations and how to manage within those constraints.

Fiscal Management

- Learn what resources are needed to start and operate a child-development program, sources of funding, costs, and budgeting.

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LEARNING OBJECTIVES

- Discuss the relationship between parent fees, staff salaries, and quality of care.
- Identify strategies for managing finances for a child-development center.

Personnel Management

- Discuss steps involved in the job-design process.
- Examine the role of authority, organizational structure, and span of control in coordinating the jobs in a child development center.
- Overview the steps involved in staffing a child development center.

Human Relations

- Explore the motivation of staff, as well as the importance of understanding their needs and desires.
- Learn about techniques that foster effective communication with and among staff members.
- Discuss the importance of professional development along with the elements of a performance appraisal system.

Facilities Management

- Examine the considerations and day-to-day practicalities of managing facilities, including upkeep, location needs, building codes, and custodial issues.

Managing Health & Safety Issues

- Discuss health and safety codes, worker-child ratios, the safety of equipment and facilities, background checks and legal considerations for workers, infection control, and other issues related to health and safety in the childcare environment.

Managing Food Service

- Explore food service options for child care centers, child nutrition, food storage, budgeting and cost, guidelines for families, and food allergy considerations.

Educational Programming

- Explore the major approaches to learning and education in early childhood, including philosophies of child learning, common learning programs, and standards and objectives related to learning in the childcare environment.

Family Engagement

- Examine the role of families in the child care environment. Topics include family and parental involvement, family and staff interaction, volunteering, and related legal considerations.

Marketing & Public Relations

- Explore various methods of marketing child care programs, including online and offline marketing, social media, word of mouth, and promotion.

Assessment & Evaluation

- Discuss the importance of excellence along with various means of assessment and evaluation, including surveys, objective and standards-based assessments, and data-driven changes to a program.