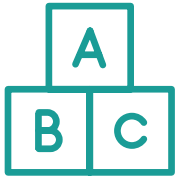


# Child Care Administration

## 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.

### Program Orientation: Child Care Administration

- Initiate Child Care Administration Program.

### Computer Fundamentals

- Gain a solid foundation of digital technology knowledge and skills that can be applied in everyday life as well as in any career or profession.

### Microsoft Essentials 2019

- This course Introduces learners to the important new features that the latest version of Microsoft® Word and Excel has to offer at a foundational level. It provides innovation with an enhanced learning approach designed to engage learners, improve retention and prepare learners for success with Microsoft® Word and Excel.

### Business Foundations

- Explain how ethics, social responsibility, the economy, and international trade all factor into the business environment.
- Analyze the role of small business ownership and entrepreneurship in the US business environment.

- Explain how strong management and flexible organization enable companies to produce quality goods and services.
- Describe the role of human resources in creating a successful organization.
- Describe the role of marketing in developing successful customer relationships and promoting products.
- Explain how technology, accounting, and financial information are used to control costs and increase efficiency in an organization.
- Describe the role of financial management in the success of an organization.

### Child Development

- Summarize the stages of early childhood development and the features of each.
- Describe the general principles of various learning theories, including constructivism, play, and Montessori.
- Summarize the stages of child development, as defined by Piaget.
- Describe the important features of positive parental involvement and parental relations at a child daycare center.

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## LEARNING OBJECTIVES

- Describe the physical, cognitive, and affective changes that take place in children throughout early childhood.
- Explain the lasting impact of a caring adult in the development of a young child.

### Children's Learning & Development

- Identify the stages of early childhood development and the features of each.
- Explain how to assist children in developing their social development, communication, and regulation skills.
- Identify codes, policies, and laws that govern the physical plant of a child daycare center.
- Create a plan for child safety at a daycare center.
- Identify the important features of positive parental involvement and parental relations at a child daycare center.
- Explain how to make ethical judgements and decisions in a childcare context.

### Business Management

- Summarize the foundational concepts of organizational management.
- Explain the role that the organizational environment plays in successful management.
- Describe the role of organizational planning in successful management.
- Explain the role of organizing in successful management.
- Describe the role of leadership in successful management.
- Summarize the role that instituting controls plays in successful management.

### Child Care & Education Administration

- Identify the important considerations

of child daycare management.

- Describe the process for obtaining a license for a child daycare business/facility.
- Identify laws and regulations that affect the management of a child daycare business.
- Identify codes, policies, and laws that govern the physical plant of a child daycare center.
- Create a plan for child safety at a daycare center.
- List the equipment commonly found at a child daycare center.
- Identify staff requirements and methods of staff supervision and evaluation for a child daycare center.
- Identify the important features of positive parental involvement and parental relations at a child daycare center.

### Program Completion: Child Care Administration

- Prepare to take the next steps for program completion.