

**CUYAMACA COLLEGE**  
**COURSE OUTLINE OF RECORD**

**Child Development 137 – Administration of Child Development Programs I**

3 hours lecture, 3 units

**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 meets the California Department of Social Services and California Department of Education requirement for child care and preschool program directors and supervisors.

**Prerequisite**

None

**Recommended Preparation**

“C” grade or higher or “Pass” in 12 CD units as required by Title 22 licensing regulations: CDEV C1000 (formerly CD 125), 131 and 6 units in program curriculum (CD 123 and 126 or 127 or 128 or 129 or 130)

**Entrance Skills**

Without the following skills, competencies and/or knowledge, students entering this course will be highly unlikely to succeed:

- 1) Major theories on ages and stages of growth and development of young children.
- 2) Familiarity with curriculum models, developmentally appropriate curriculum and lesson planning.
- 3) Knowledge and understanding of various cultures, family structures and societal implications.
- 4) Community resources to meet the needs of families.

**Course Content**

- 1) Assessing community need for early childhood programs and services
- 2) State of California regulations for licensing and staffing child care centers and early childhood education programs, including school age child care
- 3) Funding and fiscal management for child care and education programs
- 4) Developing and equipping early childhood education and care facilities
- 5) Staffing regulations: hiring, evaluation, staff development
- 6) Principles and practices for grouping and enrolling children
- 7) Regulations and implications of ADA and inclusion policies
- 8) Food, health and safety policies related to child care and education facilities and programs
- 9) Role of the administrator in curriculum development and planning
- 10) Diversity awareness and inclusive practices

**Course Objectives**

Students will be able to:

- 1) Assess community needs for child care services using a variety of assessment strategies.
- 2) List and describe the administrative skills and strategies required to organize and open a child development facility.
- 3) Forecast income and expenses to prepare an operating budget for a child care and education program.
- 4) Develop and write operating policies and procedures, staffing requirements, admission agreements and parent handbook.

- 5) Describe the director's responsibility in planning and implementing the nutrition programs.
- 6) Discuss the components of appropriate classroom environments and playgrounds.
- 7) Analyze the director's role in curriculum development and planning.
- 8) Identify the various regulatory agencies and laws pertaining to early childhood programs.
- 9) Specify the skills and strategies appropriate for involving parents in class participation, parent conferences, and group meetings.
- 10) Describe management policies and procedures needed to effectively operate a child care and education program.

**Method of Evaluation**

A grading system will be established by the instructor and implemented uniformly. Grades will be based on demonstrated proficiency in subject matter determined by multiple measurements for evaluation, one of which must be essay exams, skills demonstration or, where appropriate, the symbol system.

- 1) Completed community care licensing application for a child care center through which students are required to develop: staffing and equipment needs; an effective and realistic operating budget for a child care and education program; operational policies and procedures; and a parent handbook.
- 2) Exams that measure students' ability to identify and apply the principles and strategies for opening and operating a child care and education program including community assessment; operating budget, policies, and procedures; nutrition program; and State regulations.
- 3) In-class group projects, discussions and activities that measure students' ability to apply the skills and strategies for involving parents and for analyzing the director's role in curriculum development and indoor/outdoor environments.

**Special Materials Required of Student**

None

**Minimum Instructional Facilities**

Smart classroom

**Method of Instruction**

- 1) Lecture and discussion
- 2) Guest speakers and panel presentations
- 3) Oral and written reports
- 4) Directed group tasks and activities

**Out-of-Class Assignments**

- 1) Reading assignments
- 2) Written research and reflection assignments
- 3) Preparation of materials for presentation in class, including an application and budget for a child care and early education program.

**Texts and References**

- 1) Required (representative examples):
  - a. Sciarra, Dorothy and Anne Dorsey. *Developing and Administering a Child Care Center*. 9th edition. Delmar Publishers, 2015.
  - b. 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)*. California Department of Social Services, 2007. (regular amendments added)
- 2) Supplemental: None

**Exit Skills**

Students having successfully completed this course exit with the following skills, competencies and/or knowledge:

- 1) Preparation of an estimated operating budget for an early childhood program.
- 2) State and federal regulations regarding programs including Title 22 and Title 5.
- 3) Operating policies and procedures.
- 4) Assess community needs for child care services.
- 5) Legal aspects of hiring, supervising and terminating procedures in child development programs.
- 6) Different leadership styles.
- 7) Techniques to work effectively with adults in the program and the community.

**Student Learning Outcomes**

Upon successful completion of this course, students will be able to:

- 1) Describe and apply the tools, knowledge, and techniques needed to organize, open, and operate a child development facility.
- 2) Identify and apply the knowledge and skills related to early childhood program management, pertinent regulations, and development of school policies and procedures.