COURSE INFORMATION FORM

DISCIPLINE          Child Growth and Development
COURSE TITLE        Child Care Management

CR.HR 3 LECT HR 3 LAB HR _______ CLIN/INTERN HR _______ CLOCK HR _______

CATALOG DESCRIPTION
This course is a survey of early-care and education programs. Students will study planning, developing and operating an early-care and education center. Licensing, curriculum, and parent involvement will be included. This course follows the guidelines of Kansas and Missouri Core Competencies for Early Care and Education Professionals and the National Association for the Education of Young Children (NAEYC) Standards.

PREREQUISITES
CDG113, CDG 132, ENGL 101 or appropriate placement test score

EXPECTED STUDENT OUTCOMES IN THE COURSE
Upon completion of this course, the student will be able to:

1. Develop a Mission Statement and Philosophy Statement.
2. Design a childcare center and/or family child care home.
3. Produce a budget utilizing accounting procedures.
4. Use Missouri licensing standards to analyze an early-care program.
5. Explain how to recruit, orient, supervise and evaluate staff.
CLASS-LEVEL ASSESSMENT MEASURES
Student accomplishment of expected student outcomes will be assessed using the following measures. (Identify which measures are used to assess which outcomes.)

- Oral and written reports (Outcomes 1-5)
- Test and quizzes (1-5)
- Simulations (Outcome 3-5)
- Written projects (Outcomes 1-5)

Artifacts:
Program Philosophy, Mission Statement, and Budget – Program Outcomes Key Assessment
NAEYC Key Assessment

PROGRAM-LEVEL OUTCOMES ADDRESSED

General Education Outcomes
Specify which general education outcomes, if any, are substantially addressed by the course by completing the “Course/Program Assessment Matrix” to show the relationship between course and program outcomes and assessment measures.

Occupational Program Outcomes
Specify which occupational program outcomes, if any, are substantially addressed by the course by completing the “Course/Program Assessment Matrix” to show the relationship between course and program outcomes to assessment measures.

The student will demonstrate the ability to:
1. promote child development and learning
2. build family and community relationships
3. observe, document, and assess to support young children and families
4. use developmentally appropriate strategies for teaching
5. develop and maintain professionalism in the field of early education
Individual instructors may order this outline as fits the needs of their individual courses. In addition, they may place more emphasis on some areas than on others. What is assured is that this particular list is covered in the course. Other topics may be added to a course as the instructor sees fit, and as time and interest allow. An *asterisk can be used to mark an item as optional.

I. Administrative Roles in Early Child Care Education
   A. Program Maintenance
   B. People Maintenance
   C. Management Tools
   D. Interpersonal Relationships
   E. Professionalism in Practice
   F. Leadership and Advocacy

II. Types of Facilities in Early Care Education
    A. Childcare Homes
    B. Childcare Centers
    C. Lab School Settings and Campus Programs
    D. Public, Private and Government
    E. Before and After School Care

III. Accreditation and Licensing
     A. NAEYC for Accreditation Process
     B. Missouri Voluntary Accreditation Process
     C. Missouri Standards Licensing
     D. Credentials
        1. CDA
        2. Certificate
        3. AAS
        4. BS/BA

IV. Financial Management
    A. Income and Expenses
    B. Business Plan
    C. Budget Preparation
    D. Types of Funding
    E. Grants and Fundraising

V. Development of Family Childcare or Home Center
    A. Program Philosophy, Mission Statement and Goals
    B. Needs Assessment
    C. Equipment (Quantity and Price)
    D. Evaluation – Staff and Center
    E. Orientation
    F. Job Description
    G. Handbooks and Brochures
    H. Children’s Program and Curriculum