

SUNY ORANGE
Education Department

COURSE SYLLABUS

COURSE #:	EDU 206 EJ	NAME:	Administration and Management of Child Care Centers
INSTRUCTOR:	Carol Diemer	SEMESTER:	Spring 2008
PHONE:	(914) 805-5091	OFFICE:	NEC /KEY 207
EMAIL:	carol.diemer@gmail.com carol.diemer@sunyorange.edu	HOURS:	After class, or by appointment

COURSE DESCRIPTION

This course is designed to acquaint advanced students in the early childhood curriculum with practical matters involved in establishing and maintaining an early childhood facility. It includes topics such as determining the need for, and structure of, an early childhood facility; legal requirements for child care centers and staff; child selection and grouping; staff recruitment, development and evaluation; funding and budget management; interactions with parents and community organizations; and an introduction to management techniques. A grade of C or better is required to continue and graduate in the AAS/Certificate program.

Prerequisites: EDU 101, EDU 102, EDU 201, EDU 203.

RELATIONSHIP TO PROGRAMS

This course is part of the AAS in Early Childhood, but may be applicable to other programs. Consult your advisor and refer to the SUNY Orange catalog for further information and advice.

REQUIRED TEXT

Developing and Administering a Child Care and Education Program, Sciarra, D.J., and Dorsey, A.G., Delmar, 6th edition.

STUDENT LEARNING OUTCOMES

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

1. Identify the major responsibilities of a child care center director.
2. Assess community need for a child care business and identify potential funding sources.
3. Locate and critique actual marketing materials and develop original publicity items for a fictional child care program.
4. Articulate a personal philosophy of excellent child care and describe a fictional child care center based on that philosophy.
5. Analyze demand to develop an enrollment strategy and create a viable staffing plan.
6. Identify all supplies and equipment required to open a child care center.
7. Name the typical elements of income and expense for a child care business and create a realistic startup budget using established parameters.
8. Identify the key elements of a parent handbook and create a sample handbook.
9. Identify the key components of a staff handbook and develop a sample handbook.
10. Design a floor plan for the business based on the center description and budget.

COURSE CONTENT

1. Interpersonal Relationships
2. Community Needs
3. Licensing and Certifying (includes NAEYC Accreditation and OFCS Regulations)
4. Working with a Board
5. Handling Financial Matters
6. Funding the Program
7. Developing a Center Facility
8. Equipping the Center
9. Publicizing a Center and Selecting the Children
10. Grouping and Enrolling Children
11. Staffing the Center
12. Working with Parents and Community
13. The Working Director

MAJOR ASSIGNMENTS/ACTIVITIES

1. Class attendance with active, informed, positive participation
2. Chapter quizzes
3. Term Project (see Final Term Project Sheet).
4. Participate appropriately in P3 Project with online tracking and postings, reflective responses and other assignments, as required.

EVALUATION – approximate breakdown

- 40% Quizzes, written weekly assignments and reaction papers
- 40% Term Project
- 20% Class participation and attendance

GENERAL COURSE INFORMATION

1. All work must be typed or computer text, preferred use of Times New Roman, Font Size 12 or 14, unless otherwise specified.
2. Proper grammar and correct spelling are **mandatory** for each written assignment. Please do not rely solely on your spell/grammar check. Points will be deducted if work is not at “college level.”
3. Due dates are serious. Grade point reductions will be given for late work according to specific course/assignment guidelines.
4. Attendance is critical. Each unexcused absence beyond ONE will reduce your final average by six (6) points per week.
5. You must be present for the entire class to be counted as attending that day. If absence is unavoidable, you **MUST** contact me prior to class. This is **CRUCIAL**. Unusual circumstances **MUST** be communicated to me.
6. Make-up work, notes, and exams are **YOUR** responsibility to obtain/schedule.
7. Make-up assessments will be given only for excused absences and must be scheduled and administered as close to the original date as possible.
8. Students may withdraw themselves and receive a “W” during the first 10 weeks of the semester. During weeks 11 through 13 they may only withdraw and receive a “W” with the permission of the instructor. All others receive a final mark which may be A, B, C, D, or F.
9. Please remember to keep a copy of **ALL** of your assignments for your own personal files.

10. Changes in topics, due dates, assignments or presentations may occur due to unforeseen circumstances with or without prior notice.

SUPPORT SERVICES

SUNY Orange is committed to assisting students to achieve their best. Resources for you include: Tutorial Center, Writing Lab, Math Lab, Student Success Center, Advising and Counseling, Library and Career Services. Computers and printers are available for your use in the Library, Shepard Student Center and Bio Tech Building.

ADA DOCUMENTED DISABILITY

If you have a documented disability and anticipate needing accommodations in this course, please make arrangements to meet with me soon. Please request that the Advocate for Services to Students with Disabilities send a letter verifying your disability. To receive help, contact 341-4000.

CELL PHONE POLICY

The active use of any device classified as a “telecommunications device”, including but not limited to pagers, cellular phones, PDAs and messaging devices, is prohibited in classrooms, as well as in other areas where a classroom atmosphere is assumed (e.g. libraries, labs, theaters, administrative offices) except by special permission of the instructor. Passive use, including silent and vibrate mode, may be used, provided it does not compromise the educational process or promote an unethical situation. Instructors reserve the right to regulate the monitoring of such devices as necessary.

PLAGIARISM

Any student or organization found to have committed or attempted to commit any of the following acts of misconduct is subject to the disciplinary sanctions *outlined in Article IV*.

Acts of dishonesty, including, but not limited to:

- a. Cheating, including cybercheating
- b. Fabrication
- c. Facilitating academic dishonesty
- d. Plagiarism, including internet plagiarism
- e. Forgery
- f. Bribery
- g. Multiple submission (submitting the same assignment to more than one instructor without the permission of the instructors). Please refer to the College Academic Policy for other means of resolution for academic dishonesty issues.

WEATHER EMERGENCIES/CANCELLATIONS

In the event that this class is cancelled, there will be a makeup class scheduled ONLY for evening classes, NOT day classes. Check the college website or local radio station for closings.

EDUCATION DEPARTMENT RESOURCES

The Education Department provides numerous resources for its students:

- ***Education Resource Area***—Located on the second floor of the library, this area houses books and periodicals for use by students.
- ***Education Department Hallway***—The hallway in the Sarah Wells Building contains Education Department faculty and staff offices as well as Bulletin Boards with course listings, job postings, event times and dates, club meeting times and contact information.
- ***Education Resource Room***—Located in Sarah Wells Workroom, this area holds consumables for student use, as well as a TV/VCR and video tapes, CD-ROMs and DVDs.
- ***Education Department Website***—Log on to www.sunyorange.edu/education for the most current information.

DATES TO REMEMBER

1/14	Classes begin Spring 2008
1/21	Martin Luther King Jr. Day—College Closed
2/4	First day to apply for May graduation
2/14	Last day for student withdrawal from first half semester classes with “W”
2/29	Last day to apply for May graduation
3/12	Mid-semester “U” grades distributed to students online
3/21	Good Friday—Classes in session
3/22	Saturday before Easter—Classes in session
3/24-3/30	Spring Recess—No Classes
3/31	Early registration for Summer 2008
4/4	Last day for student withdrawal for Spring 2008 with “W”
4/15	Early registration for Fall 2008
4/18	Last day for instructor withdrawal for Spring 2008
5/14	Grades distributed to students online
5/17	Commencement
5/26	Memorial Day—College Closed

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CHRONOLOGY OF STUDY
EDU 206 EJ Spring 2008

Date	Topics/Chapters Covered	Due for NEXT class
Jan 16	Course Overview/Requirements Chapter 2 – Interpersonal Relationships Chapter 3 – Community Needs Working Paper 2-1 (Copy & attach to your work) Working Paper 3-3	2 Advertisements & Critique Due 1/23 Due 1/23
Jan 23	Chapter 4 – Licensing and Certifying NAEYC Accreditation and OCFS Regs Class Assignment 1, p. 75 Working Papers (4-1, 4-2 & 4-3, p. 77) Quiz Chap 2 & 3 Today	** 4-1 & 4-2 due 4/2 4-3 due 1/30
Jan 30	Chapter 5 – Working with a Board Class Assignment #2 (p. 106) Distribute and discuss term project	Due 2/6
Feb 6	Chapter 6 – Handling Financial Matters Working Papers 6-3, 6-4 (#3 & 4, p. 133) Quiz Chap 4 & 5 today	Due 2/13
Feb 13	Chapter 7 – Funding the Program Group Working Paper 7-3 (#3, p. 162)	Due 2/20
Feb 20	Chapter 8 – Developing a Center Facility Working Paper 8-1 (#1, p. 194)	Due 2/27
Feb 27	Chapter 9 – Equipping the Center (Assignment #1, p. 212) Working Paper 9-1	Personal Philosophy Due 3/5
Mar 5	Review and Discuss Term Project Details WORK SESSION: BRING PROJECT IN PROGRESS Quiz Chap. 8 & 9 today Personal Philosophy Due	Publicity Items Due 3/12
Mar 12	Chapter 11 – Publicizing Center & Selecting Children Chapter 12 – Grouping and Enrolling Children Revised Working Paper 11-2 (#2, p. 334) Working Paper 12-1 (#1, p. 348) Publicity Items Due	Due 3/26 Due 3/26 Parent Handbook due 3/26
Mar 19	Chapter 10 – Staffing the Center Working Paper 10-1 (#1, p. 273) Quiz Chap 11 & 12 today Parent Handbook due	Due 4/2 Staff Handbook

Mar 26	NO CLASS – Spring Break	
Apr 2	Chapter 15 – Staff Development Working Paper 15-2 (#2, p. 454)	Center Description Due 4/9
April 9	Chapter 14 – Center Evaluation NAEYC Accreditation Standards Working Paper 14-2 (#2, p. 419) Quiz Chapter 10 & 15 today Center Description due	Due 4/16
April 16	Chapter 16 – Working with Parents and Community Chapter 1 – The Working Director Quiz Chapter 14 today Staff Handbook Due	
April 23	Quiz Chapter 1 & 16 today	
April 30	ALL FINAL CLASS ASSIGNMENTS DUE	
May 7	Make-Up Class (if needed)	

Helpful Contacts:

- Child Care Council of Orange County (845) 294-4012
- Yonkers Regional Office (914) 376-8810
- NYS Dept. of Education – <http://www.highered.nysed.gov>

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