

GRANDE PRAIRIE REGIONAL COLLEGE
DEPARTMENT OF
EARLY CHILDHOOD DEVELOPMENT

CD203
ADMINISTRATION

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ADMINISTRATION

COMPETENCIES

1

Students will be familiar with the legislation involved in operating programs for young children.

2

Students will develop an awareness of the role of director and know what is involved in operating programs for young children.

3

Students will know techniques and procedures involved in the process of staffing a program for young children.

4

Students will be familiar with Board functions for various types of preschool programs.

Students will be familiar with the legislation involved in operating programs for young children.

Learning Tasks:

1. Review the development of day care in Canada.
2. Become familiar with the Alberta legislation and requirements for:
 - preschool programs
 - afterschool programs
 - family daycare

Some things to consider are:

- staff qualifications
 - child/staff ratio
 - licensing
 - subsidies
 - space requirements
 - health & safety
3. Examine the "politics" behind daycare and methods of lobbying for "non profit quality care" programs.
 4. Write a letter to be sent to the editor of the local paper and the minister of social services on one aspect of legislation which you would like to see changed.

Students will develop an awareness of the role of director and know what is involved in operating programs for young children.

Learning Tasks:

1. Examine the responsibilities of the director in a preschool program.
2. As a class develop a chart listing his/her responsibilities with relation to children's program, finances, staff relations, parent involvement, community relations, health, safety, food management, enrollment.
3. Discuss the intake procedures for various programs (re: enrollment, waiting lists, fee allocation, etc.).
4. Examine the differences between a start-up budget, operating budget, capital budget and discuss the items that are necessary in a budget for a day care program.
5. Plan a budget for a preschool program.
6. Discuss the necessity of on-going program and staff evaluation and examine the methods of evaluation.
7. Discuss factors involved in staff scheduling.
8. Prepare a staff shift schedule.

Students will know techniques and procedures involved in the process of staffing a program for young children.

Learning Tasks:

1. Formulate and discuss requirements and qualifications necessary for staff in a preschool or daycare program.
2. Research and discuss recruiting and selection processes in hiring staff.
3. Prepare an advertisement for recruiting applicants for the position of daycare worker or nursery school teacher.
4. Develop a list of questions which could be used to determine the applicant's personality and knowledge of child development and education.
5. Role play and discuss interview situations in class.

Students will be familiar with Board functions for various types of preschool programs.

Learning Tasks:

1. Identify and discuss the functions and structure of a Board in relation to various programs for young children.
2. Discuss the Board's responsibilities for policy making e.g. personnel policies.
Compare some established personnel policies from various day care centres discussing the purpose and benefits of having such a document.
3. Attend a Board meeting and report on it.