

SYLLABUS

DATE OF LAST REVIEW:	Fall 2019
CIP CODE:	19.0708
SEMESTER:	DEPARTMENTAL SYLLABUS
COURSE TITLE:	EARLY CHILDHOOD PROGRAM PLANNING & ADMINISTRATION
COURSE NUMBER:	ECED0200
CREDIT HOURS:	3
INSTRUCTOR:	DEPARTMENTAL SYLLABUS
OFFICE LOCATION:	DEPARTMENTAL SYLLABUS
OFFICE HOURS:	DEPARTMENTAL SYLLABUS
TELEPHONE:	DEPARTMENTAL SYLLABUS

EMAIL: KCKCC- *“issued email accounts are the official means for electronically communicating with our students.”*

PREREQUISITES: ECED 0100 LEVEL COURSES MUST BE COMPLETED PRIOR TO 0200 LEVEL COURSES OR COMPLETED IN THE CONCURRENT SEMESTER

REQUIRED TEXT AND MATERIALS: Please check with the KCKCC bookstore, <http://www.kckccbookstore.com/> for the required texts for your particular class

****NOTE:** Purchase of the textbook is included in the course fees. Your e-textbook will be available on the first day of class in the Blackboard course management system. Please refer to the recording in the course for more information on your textbook options.

COURSE DESCRIPTION: The Early Childhood Program Planning and Administration course combines the direct application of child development knowledge, state regulations and national standards to organization and administration of high quality early childhood programs; to collaborate with families, school districts and communities and to engage in strategic planning. Designed for current and future directors of child care/child development centers, Parents as Teachers, Part C Programs (Tiny-K), Early Head Start, Head Start programs and community-based pre-kindergarten and kindergarten programs. Course requires 5 hours of outside class experiences in programs serving children 0 to age 8. Primary settings with NAEYC

accreditation, or licensed early childhood programs for family, group, center, Head Start, faith based, public and private pre-k or nursery school setting must be approved by coordinator.

METHOD OF INSTRUCTION: Course delivery options include blended and online formats. All formats include a variety of instruction methods which may be used depending on content. Methods include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects presentations, debates, and panels, conferencing learning experiences, and performance outside the classroom.

COURSE OUTLINE:

- I. Early Childhood Programs
- II. Community Need and Establishing Childcare Programs
- III. Standards, Licensing and Certification
- IV. Organizing Center Structure and Working with a Board
- V. Fiscal Responsibility
- VI. Food, Health and Safety Programs
- VII. Families, Volunteers, and the Community
- VIII. Advocacy and Professional Ethics

EXPECTED LEARNER OUTCOMES:

1. Identify leadership skills and the behaviors of early childhood program administrators.
2. Demonstrate, compare, and apply an understanding of child care regulations and accreditation criteria.
3. Examine various early childhood program organizational structures including, early intervention, Head Start, Early Head Start, public and private programs.
4. Illustrate an understanding of fiscal management practices and interpretation of basic budget.
5. Demonstrate educational programming within the framework of philosophy and practice including accommodating children with diverse needs and backgrounds.
6. Analyze program policies and procedures for parents and personnel.
7. Describe and discuss the components of a comprehensive program evaluation and show how evaluation data can be utilized for program planning.
8. Investigate the use of technology in the administration, educational programming, and communication of program information.

ASSESSMENT OF LEARNER OUTCOMES: Student progress is evaluated by means that include, but are not limited to, exams, written assignments, and class participation.

SPECIAL NOTES: This syllabus is subject to change at the discretion of the instructor. Material included is intended to provide an outline of the course and rules that the instructor will adhere to in evaluating the student's progress. However, this syllabus is not intended to be a legal contract. Questions regarding the syllabus are welcome any time

Kansas City Kansas Community College is committed to an appreciation of diversity with respect for the differences among the diverse groups comprising our students, faculty, and staff that is free of bigotry and discrimination. Kansas City Kansas Community College is committed to providing a multicultural education and environment that reflects and respects diversity and that seeks to increase understanding.

Kansas City Kansas Community College offers equal educational opportunity to all students as well as serving as an equal opportunity employer for all personnel. Various laws, including Title IX of the Educational Amendments of 1972, require the college's policy on non-discrimination be administered without regard to race, color, age, sex, religion, national origin, physical handicap, or veteran status and that such policy be made known.

ADA COMPLIANCE STATEMENT: Kansas City Kansas Community College complies with the Americans with Disabilities Act. If you need accommodations due to a documented disability, please contact the disabilities services office at (913) 288 -7664.

STUDENT CODE OF CONDUCT AND THE STUDENT HANDBOOK: All enrolled students at Kansas City Kansas Community College are subject to follow all rules, conditions, policies and procedures as described in both the Student Code of Conduct as well as the Student Handbook. All Students are expected to review both of these documents and to understand their responsibilities with regard to academic conduct and policies. The Student Code of Conduct and the Student Handbook can be found on the KCKCC website.

KCKCC WEAPONS POLICY: The Kansas City, Kansas Community College (KCKCCC) has a Prohibited Weapons Policy, Policy 5.12, applicable to all students, staff and guests of KCKCC. All weapons are generally prohibited on KCKCC property except as permitted under the limited circumstances described in the Weapons Policy and under Kansas law. Please refer to the KCKCC Weapons Policy at <http://www.kckcc.edu/explore-kckcc/campus/safety/conceal-carry> or your Student Handbook for more information. Anyone who witnesses a violation of the KCKCC Weapons Policy should contact Campus Police at: 913-288-7636. Violations of federal, state or local laws or KCKCC policies may result in discipline up to and including expulsion from the college, criminal charges and monetary fines for personal injuries and property damage.