

Administration of Programs for Children (FRHD*3190DE)

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Semester: Winter 2014 **Start Date:** January 06, 2014

End Date: April 21, 2014

Outcome

Degree Credit (.5 credit weight)

Type

Degree Credit

Tuition Fees

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Sponsors

College: College of Social and Applied Human Science

Department: Department of Family Relations and Applied Nutrition

Instructors

Lorna Reid

Description

A study of the roles and responsibilities of administrators in programs for children and youth with emphasis on the development of appropriate policies and procedures; management of human and financial resources; and internal and external communication within the context of multidisciplinary settings. Attention will be given to quality assurance, professional ethics, and continuing professional development. (Offered through Distance Education only.)

Objectives

By the end of the course, students will be able to:

- Fulfil one of the course requirements for admission to the College of Early Educators by demonstrating knowledge and application of the intent and scope of Ontario Day Nurseries Act.
- Analyze examples of job descriptions, interview questions, orientation plans, performance appraisals, safety plans, and operating budgets for assurance of quality in child care.
- Create and critique statements of vision, mission, philosophy, policies and procedures for a day nursery. [Measured by individual essay-type assignment]
- Distinguish among different theories and approaches to leadership and relate them to effective management within childcare organizations.
- Reflect on their own leadership style as they participate in group assignments.

Grading Scheme

Assignment	Weight %	Due Date
Group Case Study 1	8%	Week 4
Writing Mission and Philosophy Statements	15%	Week 5
Group Case Study 2	12%	Week 7
Leadership Essay	20%	Week 10
Group Case Study 3	10%	Week 11
Final Exam	35%	Exam Period: Monday, April 7, to Monday, April 21, 2014.

Specific due dates will be posted to the course website.

Course Topics

Unit 1: Administration of Programs for Children and Youth: Introduction

Unit 2: Organizational Mission and Structure

Unit 3: Planning and Decision Making

Unit 4: Financial Management Unit 5: Physical Plant

Unit 6: Human Resources

Unit 7: Working with Families

Unit 8: The Larger Community - Professionalism and Advocacy

Course Prerequisites

10.00 credits including one of FRHD*2260, FRHD*2270, PSYC*2450

Course Restrictions

Equate(s): CSTU*4270, FRHD*4270

Materials

Required Materials Not Provided:

- View [required materials not provided](#)

Textbooks

Administering for Quality: Leading Early Childhood Programs (Confirmed)

Edition: 4th Edition

Author(s): Karen Chandler

Published by: Pearson Education in 2012

Required Text

Visit the [University of Guelph Bookstore](#) website

- Visit the [Guelph Campus Co-op Bookstore](#) website

Other

For more information, Contact Info Line :

Phone: 519 824-4120 ext. 55000

Email: info@opened.uoguelph.ca

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