**ECD 205 Administration of Child Care Programs
Effective Term: Fall 2022**

Course Cover

College: Advanced Technologies and Public Service Careers
Division: Advanced Technologies and Public Service Careers
Department: Public Service Careers
Discipline: Early Childhood Development
Course Number: 205
Org Number: 15400
Full Course Title: Administration of Child Care Programs
Transcript Title: Child Care Administration
Is Consultation with other department(s) required: No
Publish in the Following: College Catalog , Time Schedule , Web Page
Reason for Submission:
Change Information:
    Course discipline code & number
Rationale: CCP discipline changing to Early Childhood Development (ECD) for better representation of the program.
Proposed Start Semester: Fall 2022
Course Description: This course meets Michigan's child day care administration requirement for program directors and site supervisors. The basis of effective program management is reviewed. Students acquire knowledge of policies relating to children, staff, parents and center operations. Students write policies and procedures required of a program director in Michigan and collect resources needed by an effective program manager. Students who possess the National Child Care credential (CDA) or other professionals who qualify for an administration course should contact the instructor for permission to register. This course was previously CCP 211.

Course Credit Hours

Variable hours: No
Credits: 3
Lecture Hours: Instructor: 45 **Student:** 45
Lab: Instructor: 0 **Student:** 0
Clinical: Instructor: 0 **Student:** 0

Total Contact Hours: Instructor: 45 **Student:** 45
Repeatable for Credit: NO
Grading Methods: Letter Grades
Audit
Are lectures, labs, or clinicals offered as separate sections?: NO (same sections)

College-Level Reading and Writing

College-level Reading & Writing

College-Level Math

Requisites
Prerequisite
ECD 101 minimum grade "C"

General Education

Request Course Transfer
Proposed For:
Eastern Michigan University
Ferris State University
Grand Valley State University
Michigan State University
Oakland University
Other : Madonna University The University of Michigan - Dearborn

Student Learning Outcomes

1. Write policies and procedures related to the effective operation of the child care center in compliance with state child care regulations.
   Assessment 1
   Assessment Tool: Child Care Center Program Manual Assignment
   Assessment Date: Winter 2021
   Assessment Cycle: Every Three Years
   Course section(s)/other population: All sections
   Number students to be assessed: Random selection of one third of enrolled students, with a minimum of five.
   How the assessment will be scored: Departmentally-developed rubric
   Standard of success to be used for this assessment: 75% of selected students will score 75% or higher.
   Who will score and analyze the data: Members of the CCP Advisory Committee or other qualified professionals.

2. Write policies and procedures related to staffing a program, supervising and training employees in compliance with state child care regulations.
   Assessment 1
   Assessment Tool: Staff Policy and Procedural Manual
   Assessment Date: Winter 2021
   Assessment Cycle: Every Three Years
   Course section(s)/other population: All sections
   Number students to be assessed: Random selection of one third of enrolled students, with a minimum of five.
   How the assessment will be scored: Departmentally-developed rubric
   Standard of success to be used for this assessment: 75% of selected students will score 75% or higher.
   Who will score and analyze the data: Members of the CCP Advisory Committee or designated professionals.

3. Write policies and procedures related to enrollment, the care and education of children, and working with families in compliance with state child care regulations.
   Assessment 1
   Assessment Tool: Program Policy and Procedural Manual related to children and families
   Assessment Date: Winter 2021
   Assessment Cycle: Every Three Years
   Course section(s)/other population: All sections

Number students to be assessed: One third of enrolled students, with a minimum of five
How the assessment will be scored: Departmentally-developed rubric
Standard of success to be used for this assessment: 75% of selected students will 75% or higher.
Who will score and analyze the data: Members of the CCP Advisory Committee or other qualified professionals.

4. Identify and assemble a collection of resources needed by a child care site supervisor or program director of a child care center.
   Assessment 1
   Assessment Tool: Director's Resource File Assignment
   Assessment Date: Winter 2021
   Assessment Cycle: Every Three Years
   Course section(s)/other population: All sections
   Number students to be assessed: One third of enrolled students, with a minimum of five.
   How the assessment will be scored: Departmentally-developed rubric
   Standard of success to be used for this assessment: 75% of selected students will score 75% or higher.
   Who will score and analyze the data: Members of the CCP Advisory Committee or qualified professionals.

Course Objectives
1. Write a program mission and philosophy statement.
2. Identify job qualifications and write a staff job description.
3. Identify the requirements for staff training and write a staff training plan.
4. Identify licensing and local ordinance requirements regarding staff screening for child abuse/neglect and criminal charges and write a staff screening policy.
5. Explain the requirements for a screening and supervision plan for parents and other volunteers; write a program policy for volunteers.
6. Identify child to adult ratios and staff qualifications required by licensing and other staffing considerations, and write a staffing pattern for the child care program.
7. Identify the components of staff supervision and evaluation, and devise an evaluation system for staff.
8. Identify components of budgeting, and develop a sample budget on a spreadsheet for program use.
9. Identify licensing requirements for contracts and inform families about policies; list major topics for a family handbook, and write selected sections.
10. Identify licensing requirements for curriculum; write a weekly plan for a classroom and activity plans for each developmental domain or curriculum area required by licensing.
11. Identify licensing and CDA requirements for literacy; write a plan to promote literacy including phonemic awareness, dual language learners and environmental factors.
12. Identify requirements for diapering/toileting and write staff procedures.
13. Identify licensing requirements for emergency procedures; write procedures including evacuation and tornado procedures.
14. Identify licensing requirements and evidence-based practices regarding child guidance and classroom management; write policies for staff and parents regarding appropriate practices for a program.
15. Identify licensing requirements and evidence-based practices relating to illness and communicable diseases in the child care program, and write a policy for parents and staff.

New Resources for Course

Course Textbooks/Resources
Textbooks
Manuals
   The State of Michigan. Licensing Rules for Child Care Centers, The State of Michigan, 06-04-2008
   The State of Michigan. Technical Assistance Manual for Child Day Care Licensing, The State of Michigan, 02-20-2011
Periodicals

Software

Equipment/Facilities
    Level III classroom

Reviewer	**Action**	**Date**
Faculty Preparer:		
Lisa Nelson	*Faculty Preparer*	*Dec 14, 2021*
Department Chair/Area Director:		
Dean:		
Curriculum Committee Chair:		
Assessment Committee Chair:		
Vice President for Instruction:		

Washtenaw Community College Comprehensive Report

CCP 211 Administration of Child Care Programs
Effective Term: Fall 2020

Course Cover
Division: Advanced Technologies and Public Service Careers
Department: Public Service Careers
Discipline: Child Care Professional
Course Number: 211
Org Number: 11200
Full Course Title: Administration of Child Care Programs
Transcript Title: Child Care Administration
Is Consultation with other department(s) required: No
Publish in the Following: College Catalog , Time Schedule , Web Page
Reason for Submission: Course Change
Change Information:
    Consultation with all departments affected by this course is required.
    Pre-requisite, co-requisite, or enrollment restrictions
Rationale: CCP 113 is being inactivated for fall 2020. It's being removed as a prerequisite. CCP 209 is no longer required to take this class.
Proposed Start Semester: Fall 2020
Course Description: This course meets Michigan's child day care administration requirement for program directors and site supervisors. The basis of effective program management is reviewed. Students acquire knowledge of policies relating to children, staff, parents and center operations. Students write policies and procedures required of a program director in Michigan and collect resources needed by an effective program manager. Students who possess the National Child Care credential (CDA) or other professionals who qualify for an administration course should contact the instructor for permission to register.

Course Credit Hours
Variable hours: No
Credits: 3
Lecture Hours: Instructor: 45 **Student:** 45
Lab: Instructor: 0 **Student:** 0
Clinical: Instructor: 0 **Student:** 0

Total Contact Hours: Instructor: 45 **Student:** 45
Repeatable for Credit: NO
Grading Methods: Letter Grades
Audit
Are lectures, labs, or clinicals offered as separate sections?: NO (same sections)

College-Level Reading and Writing
College-level Reading & Writing

College-Level Math

Requisites

Prerequisite
CCP 122 minimum grade "C"
and
Prerequisite
CCP 123 minimum grade "C"

General Education

Request Course Transfer
Proposed For:
Central Michigan University
Eastern Michigan University
Ferris State University
Grand Valley State University
Michigan State University
Oakland University
Other : Madonna University The University of Michigan - Dearborn

Student Learning Outcomes

1. Write policies and procedures related to the effective operation of the child care center in compliance with state child care regulations.
   Assessment 1
   Assessment Tool: Child Care Center Program Manual Assignment
   Assessment Date: Winter 2021
   Assessment Cycle: Every Three Years
   Course section(s)/other population: All sections
   Number students to be assessed: Random selection of one third of enrolled students, with a minimum of five.
   How the assessment will be scored: Departmentally-developed rubric
   Standard of success to be used for this assessment: 75% of selected students will score 75% or higher.
   Who will score and analyze the data: Members of the CCP Advisory Committee or other qualified professionals.

2. Write policies and procedures related to staffing a program, supervising and training employees in compliance with state child care regulations.
   Assessment 1
   Assessment Tool: Staff Policy and Procedural Manual
   Assessment Date: Winter 2021
   Assessment Cycle: Every Three Years
   Course section(s)/other population: All sections
   Number students to be assessed: Random selection of one third of enrolled students, with a minimum of five.
   How the assessment will be scored: Departmentally-developed rubric
   Standard of success to be used for this assessment: 75% of selected students will score 75% or higher.
   Who will score and analyze the data: Members of the CCP Advisory Committee or designated professionals.

3. Write policies and procedures related to enrollment, the care and education of children, and working with families in compliance with state child care regulations.
   Assessment 1
   Assessment Tool: Program Policy and Procedural Manual related to children and families

Assessment Date: Winter 2021
Assessment Cycle: Every Three Years
Course section(s)/other population: All sections
Number students to be assessed: One third of enrolled students, with a minimum of five
How the assessment will be scored: Departmentally-developed rubric
Standard of success to be used for this assessment: 75% of selected students will 75% or higher.
Who will score and analyze the data: Members of the CCP Advisory Committee or other qualified professionals.

4. Identify and assemble a collection of resources needed by a child care site supervisor or program director of a child care center.

    Assessment 1

Assessment Tool: Director's Resource File Assignment
Assessment Date: Winter 2021
Assessment Cycle: Every Three Years
Course section(s)/other population: All sections
Number students to be assessed: One third of enrolled students, with a minimum of five.
How the assessment will be scored: Departmentally-developed rubric
Standard of success to be used for this assessment: 75% of selected students will score 75% or higher.
Who will score and analyze the data: Members of the CCP Advisory Committee or qualified professionals.

Course Objectives

1. Write a program mission and philosophy statement.
2. Identify job qualifications and write a staff job description.
3. Identify the requirements for staff training and write a staff training plan.
4. Identify licensing and local ordinance requirements regarding staff screening for child abuse/neglect and criminal charges and write a staff screening policy.
5. Explain the requirements for a screening and supervision plan for parents and other volunteers; write a program policy for volunteers.
6. Identify child to adult ratios and staff qualifications required by licensing and other staffing considerations, and write a staffing pattern for the child care program.
7. Identify the components of staff supervision and evaluation, and devise an evaluation system for staff.
8. Identify components of budgeting, and develop a sample budget on a spreadsheet for program use.
9. Identify licensing requirements for contracts and inform families about policies; list major topics for a family handbook, and write selected sections.
10. Identify licensing requirements for curriculum; write a weekly plan for a classroom and activity plans for each developmental domain or curriculum area required by licensing.
11. Identify licensing and CDA requirements for literacy; write a plan to promote literacy including phonemic awareness, dual language learners and environmental factors.
12. Identify requirements for diapering/toileting and write staff procedures.
13. Identify licensing requirements for emergency procedures; write procedures including evacuation and tornado procedures.
14. Identify licensing requirements and evidence-based practices regarding child guidance and classroom management; write policies for staff and parents regarding appropriate practices for a program.
15. Identify licensing requirements and evidence-based practices relating to illness and communicable diseases in the child care program, and write a policy for parents and staff.

New Resources for Course

Course Textbooks/Resources

Textbooks
Manuals
    The State of Michigan. Licensing Rules for Child Care Centers, The State of Michigan, 06-04-2008

The State of Michigan. <u>Technical Assistance Manual for Child Day Care Licensing</u>, The State of Michigan, 02-20-2011

Periodicals

Software

Equipment/Facilities

Level III classroom

Reviewer	Action	Date
Faculty Preparer:		
Beth Marshall	*Faculty Preparer*	*Feb 17, 2020*
Department Chair/Area Director:		
Ruth Walsh	*Recommend Approval*	*Mar 18, 2020*
Dean:		
Jimmie Baber	*Recommend Approval*	*Apr 13, 2020*
Curriculum Committee Chair:		
Lisa Veasey	*Recommend Approval*	*Apr 21, 2020*
Assessment Committee Chair:		
Shawn Deron	*Recommend Approval*	*Apr 23, 2020*
Vice President for Instruction:		
Kimberly Hurns	*Approve*	*Apr 24, 2020*

Washtenaw Community College Comprehensive Report

CCP 211 Administration of Child Care Programs
Effective Term: Fall 2011

Course Cover
Division: Math, Science and Health
Department: Public Service Careers
Discipline: Child Care Professional
Course Number: 211
Org Number: 11200
Full Course Title: Administration of Child Care Programs
Transcript Title: Child Care Administration
Is Consultation with other department(s) required: No
Publish in the Following: College Catalog , Time Schedule , Web Page
Reason for Submission: New Course
Change Information:
Rationale: A course in the administration of child care programs is required of all child care center program directors and site supervisors in the State of Michigan. This course meets that requirement.
Proposed Start Semester: Fall 2011
Course Description:

This course meets Michigan's child day care administration requirement for program directors and site supervisors. The basis of effective program management is reviewed. Students acquire knowledge of policies relating to children, staff, parents and center operations. Students write policies and procedures required of a program director in Michigan and collect resources needed by an effective program manager. Students who possess the National Child Care credential (CDA) or other professionals who qualify for an administration course should contact the instructor for permission to register.

Course Credit Hours
Variable hours: No
Credits: 3
Lecture Hours: Instructor: 45 **Student:** 45
Lab: Instructor: 0 **Student:** 0
Clinical: Instructor: 0 **Student:** 0

Total Contact Hours: Instructor: 45 **Student:** 45
Repeatable for Credit: NO
Grading Methods: Letter Grades
Audit
Are lectures, labs, or clinicals offered as separate sections?: NO (same sections)

College-Level Reading and Writing
College-level Reading & Writing

College-Level Math
Requisites
Prerequisite
CCP 122 minimum grade "C"
and

Prerequisite
CCP 123 minimum grade "C"
and
Prerequisite
CCP 113 minimum grade "C"
and
Prerequisite
CCP 209 minimum grade "C"

General Education
Request Course Transfer
Proposed For:
Central Michigan University
Eastern Michigan University
Ferris State University
Grand Valley State University
Michigan State University
Oakland University
Other : Madonna University The University of Michigan - Dearborn

Student Learning Outcomes

1. Write policies and procedures related to the effective operation of the child care center in compliance with state child care regulations.
   Assessment 1
   Assessment Tool: Child Care Center Program Manual Assignment
   Assessment Date: Fall 2011
   Assessment Cycle: Every Three Years
   Course section(s)/other population: Every section.
   Number students to be assessed: Random selection of one third of enrolled students, with a minimum of five.
   How the assessment will be scored: Departmentally-developed rubric
   Standard of success to be used for this assessment: 75% of selected students will be rated as satisfactory or higher.
   Who will score and analyze the data: Members of the CCP Advisory Committee or other qualified professionals.

2. Write policies and procedures related to staffing a program, supervising and training employees in compliance with state child care regulations.
   Assessment 1
   Assessment Tool: Staff Policy and Procedural Manual
   Assessment Date: Fall 2012
   Assessment Cycle: Every Three Years
   Course section(s)/other population: Every section
   Number students to be assessed: Random selection of one third of enrolled students, with a minimum of five.
   How the assessment will be scored: Departmentally-developed rubric
   Standard of success to be used for this assessment: 75% of selected students will be rated as satisfactory or higher.
   Who will score and analyze the data: members of the CCP Advisory Committee or designated professionals.

3. Write policies and procedures related to enrollment, the care and education of children, and working with families in compliance with state child care regulations.
   Assessment 1
   Assessment Tool: Program Policy and Procedural Manual related to children and

families
Assessment Date: Fall 2013
Assessment Cycle: Every Three Years
Course section(s)/other population: Every section
Number students to be assessed: one third of enrolled students, with a minimum of five
How the assessment will be scored: Departmentally-developed rubric
Standard of success to be used for this assessment: 75% of selected students will be rated as satisfactory or higher.
Who will score and analyze the data: members of the CCP Advisory Committee or other qualified professionals.

4. Identify and assemble a collection of resources needed by a child care site supervisor or program director of a child care center.
   Assessment 1
   Assessment Tool: Director's Resource File Assignment
   Assessment Date: Fall 2014
   Assessment Cycle: Every Three Years
   Course section(s)/other population: Every section
   Number students to be assessed: One third of enrolled students, with a minimum of five.
   How the assessment will be scored: Departmentally-developed rubric
   Standard of success to be used for this assessment: 75% of selected students will be rated as satisfactory or higher.
   Who will score and analyze the data: members of the CCP Advisory Committee or qualified professionals.

Course Objectives

1. Write a program mission and philosophy statement.

   Methods of Evaluation
      Paper(s)
   Matched Outcomes

2. Identify job qualifications and write a staff job description.

   Methods of Evaluation
      Activity or Exercise
      Case Analysis, Scenario or Study
      Class Attendance, Participation or Work
      Paper(s)
   Matched Outcomes

3. Identify the requirements for staff training and write a staff training plan.

   Methods of Evaluation
      Class Attendance, Participation or Work
      Paper(s)
   Matched Outcomes

4. Identify licensing and local ordinance requirements regarding staff screening for child abuse/neglect and criminal charges and write a staff screening policy.

Methods of Evaluation
Activity or Exercise
Class Attendance, Participation or Work
Paper(s)
Matched Outcomes
4. Identify and assemble a collection of resources needed by a child care site supervisor or program director of a child care center.

5. Explain the requirements for a screening and supervision plan for parents and other volunteers; write a program policy for volunteers.

   Methods of Evaluation
   Activity or Exercise
   Checklist, Achievement or Anecdotal Record
   Class Attendance, Participation or Work
   Paper(s)
   Matched Outcomes
   4. Identify and assemble a collection of resources needed by a child care site supervisor or program director of a child care center.

6. Identify child to adult ratios and staff qualifications required by licensing and other staffing considerations, and write a staffing pattern for the child care program.

   Methods of Evaluation
   Activity or Exercise
   Class Attendance, Participation or Work
   Paper(s)
   Matched Outcomes
   4. Identify and assemble a collection of resources needed by a child care site supervisor or program director of a child care center.

7. Identify the components of staff supervision and evaluation, and devise an evaluation system for staff.

   Methods of Evaluation
   Class Attendance, Participation or Work
   Paper(s)
   Matched Outcomes
   4. Identify and assemble a collection of resources needed by a child care site supervisor or program director of a child care center.

8. Identify components of budgeting, and develop a sample budget on a spreadsheet for program use.

   Methods of Evaluation
   Activity or Exercise
   Class Attendance, Participation or Work
   Discussion
   Paper(s)
   Matched Outcomes
   4. Identify and assemble a collection of resources needed by a child care site supervisor or program director of a child care center.

9. Identify licensing requirements for contracts and inform families about policies; list major topics for a family handbook, and write selected sections.

   Methods of Evaluation
   Class Attendance, Participation or Work
   Discussion
   Paper(s)
   Matched Outcomes
   4. Identify and assemble a collection of resources needed by a child care site supervisor or program director of a child care center.

10. Identify licensing requirements for curriculum; write a weekly plan for a classroom and activity plans for each developmental domain or curriculum area required by licensing.

    Methods of Evaluation
    Class Attendance, Participation or Work
    Discussion
    Additional Evaluation Information: sample activity plans and weekly plan
    Matched Outcomes
    4. Identify and assemble a collection of resources needed by a child care site supervisor or program director of a child care center.

11. Identify licensing and CDA requirements for literacy; write a plan to promote literacy including phonemic awareness, dual language learners and environmental factors.

    Methods of Evaluation
    Activity or Exercise
    Class Attendance, Participation or Work
    Discussion
    Additional Evaluation Information: collection of resources and written plan
    Matched Outcomes
    4. Identify and assemble a collection of resources needed by a child care site supervisor or program director of a child care center.

12. Identify requirements for diapering/toileting and write staff procedures.

    Methods of Evaluation
    Class Attendance, Participation or Work
    Paper(s)
    Matched Outcomes
    4. Identify and assemble a collection of resources needed by a child care site supervisor or program director of a child care center.

13. Identify licensing requirements for emergency procedures; write procedures including evacuation and tornado procedures.

    Methods of Evaluation
    Class Attendance, Participation or Work
    Discussion
    Additional Evaluation Information: written emergency procedures and resource collection
    Matched Outcomes
    4. Identify and assemble a collection of resources needed by a child care site

supervisor or program director of a child care center.

14. Identify licensing requirements and evidence-based practices regarding child guidance and classroom management; write policies for staff and parents regarding appropriate practices for a program.

   Methods of Evaluation
      Activity or Exercise
      Case Analysis, Scenario or Study
      Class Attendance, Participation or Work
      Discussion
      Paper(s)
   Matched Outcomes
      4. Identify and assemble a collection of resources needed by a child care site supervisor or program director of a child care center.

15. Identify licensing requirements and evidence-based practices relating to illness and communicable diseases in the child care program, and write a policy for parents and staff.

   Methods of Evaluation
      Class Attendance, Participation or Work
      Discussion
      Additional Evaluation Information: resource collection and written policy statement
   Matched Outcomes
      4. Identify and assemble a collection of resources needed by a child care site supervisor or program director of a child care center.

New Resources for Course
Course Textbooks/Resources
   Textbooks
   Manuals
      The State of Michigan. Licensing Rules for Child Care Centers, The State of Michigan, 06-04-2008
      The State of Michigan. Technical Assistance Manual for Child Day Care Licensing, The State of Michigan, 02-20-2011
   Periodicals
   Software

Equipment/Facilities
   Level III classroom

Reviewer	Action	Date
Faculty Preparer:	*Faculty Preparer*	*Feb 24, 2011*
Department Chair/Area Director: *Ruth Walsh*	*Recommend Approval*	*Mar 09, 2011*
Dean: *Martha Showalter*	*Recommend Approval*	*Mar 16, 2011*
Vice President for Instruction: *Stuart Blacklaw*	*Approve*	*Apr 07, 2011*