

	CAPILANO UNIVERSITY COURSE OUTLINE		
	Course Title	Introduction to Centre Administration	
Course No:	EDUC 121	Credits	3.0
Instructor (s)			
Email (s)			
Office(s)			
Term	Fall 2016		
Phone (s)		Local	

COURSE FORMAT

Three hours offered either by lecture, online, or mixed mode plus additional fourth hour activities each week over 15 weeks. Fourth hour activities will be delivered in a variety of ways. Instructions for fourth hour activities will be distributed during the first class.

COURSE PREREQUISITE

None

Note: This course is equivalent to EDUC 221. Duplicate credit will not be granted for this course and EDUC 221

Note: Students who receive credit for EDUC 220 and 271 cannot receive credit for EDUC 121 or EDUC 221 towards a credential in ECCE.

EARLY CHILDHOOD CARE & EDUCATION DEPARTMENT VISION STATEMENT

The ECCE diploma / degree program fosters intellectual curiosity and critical thinking relevant to advocacy and leadership in early childhood education careers, advanced study, and lifelong learning.

LEARNING OUTCOMES

Students who successfully complete this course should be able to:

1. Understand how childcare is administered in BC; interpret the Provincial Child Care Facilities Regulations;
2. Identify essential areas for policy decisions (health care, enrolment, personnel, etc.) in a manner that honor the individuality and diversity of children and families ;
3. Understand the organizational structure of non-profit societies, the duties and responsibilities of a board and how to develop board-staff partnerships;
4. Identify criteria for selection of equipment and materials;
5. Identify the key issues in personnel management;
6. Have an understanding of the current funding system in B.C.;
7. Identify the major tasks relating to financial management; and
8. Have an understanding of preventative measures to ensure the health and safety of children in early learning settings.

REQUIRED TEXTS

Coupe, R., Halvorson, B., Hurdles, C., Klobucar, A., Read, J., Stone, A. Pendygrasse, J. (2011). *The Capilano guide to writing assignments*. North Vancouver, BC: Capilano University.

Early Childhood Educators of British Columbia (2008). *Code of ethics: Early childhood educators of British Columbia*. Vancouver, BC: Author.

BC Foodsafe Secretariat. Foodsafe Level 1 Student Workbook (English). 4th Edition. Queens Printer. ISBN No. 0-7726-5644-4

Government of British Columbia (2012). Community care and assisted living act: Child care licensing regulation. Victoria, BC: Queens' Printer.

Government of British Columbia. (2008). *British Columbia early learning framework*. Victoria, BC: Ministry of Education, Ministry of Health, Ministry of Children and Family Development, & British Columbia Early Learning Advisory Group.

Government of British Columbia. (2008). *British Columbia early learning framework: From theory to practice*. Victoria, BC: Ministry of Education, Ministry of Health, Ministry of Children and Family Development, & British Columbia Early Learning Advisory Group.

Mooney, C. G. (2014). *Swinging pendulum: Cautionary tales for early childhood education*. Redleaf Press.

REFERENCES

Chandler, K. (2009). *Administering for quality: Canadian early childhood development program*. (3rd ed.). Pearson Education.

Child Care INFORM. (2006). *Inform guide - An administration manual for non-profit child care in BC*. Westcoast Child Care Resource Centre.

Grenier, D. and Leduc, D. (2008). *Well beings: A Guide to Health in Child Care (3rd ed.)*. Ottawa, Ont.: Canadian Paediatric Society.

COURSE CONTENT: Please refer to the course Moodle site for the current course schedule.

<u>Date</u>	<u>Topic</u>	<u>Readings</u>
Week 1	Introduction: Course Outline/Assignments Role of Government & Quality in Child Care Promoting the Health and Well-Being of Children	<ul style="list-style-type: none">▪ Well beings text (Chapter 1)▪ Additional resources on Moodle
Week 2	Child care licensing regulations & Policies and Procedures Development Health and Safety Policies	<ul style="list-style-type: none">▪ Mooney (Chpts. 16-20) on regulation▪ CCLR & readings on Moodle
Week 3	Health and Safety Policies Preventing and Managing Infections Protecting Children from Maltreatment	<ul style="list-style-type: none">▪ Mooney (Chpts. 21-25) on Discipline▪ Sneezes & Diseases (Vancouver Coastal Health)▪ Additional resources on Moodle
Week 4	Keeping Children Safe Promoting the Health and Well-Being of Children	<ul style="list-style-type: none">▪ Mooney (Chpts. 6-10) on Health and Safety

Week 5 online	Nutrition Week 1 Eating Well with Canada's Food Guide Food Labeling Food Allergy Management	<ul style="list-style-type: none"> ▪ All readings posted in Moodle
	Reading Break – No Classes	
Week 6 On-line, Moodle	Nutrition Week 2 Philosophy of Feeding Children Menu Planning	<ul style="list-style-type: none"> ▪ All readings posted in Moodle
Week 7	Keeping Children Safe Promoting the Health and Well-Being of Children Selecting Equipment	<ul style="list-style-type: none"> • CCFL –Furnishings and Equipment Guidelines for Licensed Childcare Facilities
Week 8	Playground Evaluation Risk-Taking	<ul style="list-style-type: none"> • Little, Sandseter, &Weyer (2012) • Additional Resources posted on Moodle
Week 9	Snacktime at the Centre Sports day at the Centre	<ul style="list-style-type: none"> • Friendly & Prentice (2009) Why universal childcare? • Additional Resources posted on Moodle
Week 10	Governance & Administrative structures Finance	<ul style="list-style-type: none"> • Chandler (2012). Administering for Quality (Ch. 9) • Additional resources posted on Moodle
Week 11	Human Resources Management& Promoting Professionalism In-class interview	<ul style="list-style-type: none"> • Mooney (Chpts. 1-5) on professionalism • Chandler Text – Ch. 5 • Additional resources posted on Moodle
Week 12	Program Assessment and Evaluation Advocacy	<ul style="list-style-type: none"> • Harms – Making long-lasting changes with the Environment Rating Scales • Additional resources posted on Moodle
Week 13	Looking at the ECEBC Code of Ethics	<ul style="list-style-type: none"> • Dahlberg & Moss (2005)(Chapter 3 - What ethics?) • ECEBC Code of Ethics
Weeks 14 and 15 Exam Period - TBA	Final - Childcare Regulations Quiz	
<p>Note: Students are responsible for all assigned readings prior to class. Students are responsible for registering on the class Moodle site. A registration key will be sent to students prior to the first class</p>		

EVALUATION PROFILE

Note: Foodsafe optional

Weekly Forums (based on readings, lectures) 7 x 5%	35%
In-class activities – playground evaluation, snacktime at the centre, sports day, response to guest speakers	10%
Nutritional Assignment	20%
Final - Childcare Regulations Quiz	<u>35%</u>
Total	100%

GRADING PROFILE

A+ = 90 - 100	B+ = 77 – 79	C+ = 67 – 69	D = 50 – 59
A = 85 – 89	B = 73 – 76	C = 63 – 66	F = 49 and below
A- = 80 – 84	B- = 70 – 72	C- = 60 – 62	

ASSIGNMENTS

See attached.

OPERATIONAL DETAILS

Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Cheating and Plagiarism, Academic Probation and other educational issues. These and other policies are available on the University website.

Attendance

Attendance is essential for the successful completion of this course and to meet the Licensing requirements of the BC Early Childhood Educator Registry.

In the event of an absence from class, the student will inform the course instructor.

A student who misses 10% of classes may not receive credit for this course. A faculty review will occur in the event the maximum percentage of absences has been exceeded. Program probation may be a result of the review.

*Please note that this pertains to all students who are taking this course, regardless of whether individual students are not seeking licensure.

Punctuality

Punctuality is essential given the professional nature of this program.

Lateness will be assessed in the same way as attendance. Being late for more than 10% of classes will result in a faculty review.

*Please note that this pertains to all students who are taking this course, regardless of whether individual students are not seeking licensure.

Academic Responsibility

Each student is responsible for the material covered in class and for any work required for the following class. If a student misses a class, they have the responsibility to contact a peer and obtain the notes, handouts and work for future classes.

The quality of work should provide both adequate depth and breadth so as to demonstrate a commitment to your professional development and that the competencies required of the course have been successfully met

Professionalism

All students are expected to maintain professional behaviour, as laid out in the ECEBC's Code of Ethics, while participating in this course. This pertains to all students, registered for this course.

Missed presentations, exams, quizzes

Students will be allowed to make up in-class assignments, presentations, projects, exams, and quizzes under the following conditions:

If a doctor's certificate of illness is provided; or, in the case of the death of a close family member, a death certificate is provided.

Late Assignments

All assignments are due at the beginning of the class on the due date. Late assignments will receive a 5% deduction in grade for each day they are overdue.

Incomplete Grades

"I" Grades will be given only when prior arrangement has been made in writing between the instructor and the student specifying the exact nature of the work to be done and the date it is to be received.

English Usage and Writing Style

All assignments are marked for correct English usage, proofreading, and formatting. At the instructor's discretion, any assignment not reaching these standards may be returned for revision and resubmission. Maximum grade assigned for a revised assignment is a "C".

All assignments will adhere to APA stylistic guide for avoiding bias in language use and will be written in a manner that reflects the spirit and values inherent in the ECEBC Code of Ethics and the BC Early Learning Framework. At the instructor's discretion, any assignment not reaching these standards may be returned for revision and resubmission. Maximum grade assigned for a revised assignment is a "C".

Cheating & Plagiarism

Cheating is an act of deceit, fraud, distortion of the truth, or improper use of another person's effort to obtain an academic advantage.

Plagiarism is the presentation of another person's or source's words and/or ideas as if they were one's own. It ranges from an entire assignment which is not the student's own work to specific passages within an assignment taken from a source without appropriate acknowledgement.

Students are responsible for ensuring that they understand and follow the principles of proper documentation and scholarship. If in doubt about these matters, students should consult their instructor, the Writing Centre, or the Library. Students are responsible for

ensuring that they understand what constitutes cheating and plagiarism and that these violations of proper academic practice have serious consequences

The instructor has the right to assign a grade of "0" on the examination or assignment, or, at the instructor's discretion, a letter grade "F" / No Credit on the course.

Second incidents of cheating or plagiarism, or first incidents deemed by a department/instructor to be particularly serious, will be dealt with according to the University policy available on the University website.

Emergency Procedures

Please read the emergency procedures posted on the wall of the classroom.