Administration of Programs for Children (FRHD*3190DE)

**Outcome**

Degree Credit (.5 credit weight)

**Type**

Degree Credit

**Tuition Fees**

View Course Fees

**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

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

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)
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
For more information, Contact Info Line:

**Phone:** 519 824-4120 ext. 55000  
**Email:** info@opened.uoguelph.ca

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These course details are based on information provided to date by the associated academic department or the course instructor. Course specific information remains subject to change until the actual date of course commencement. In the event of a discrepancy between the course information provided here and on the course website, the course website will be taken as official.