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 score 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  
Equipment/Facilities

Level III classroom

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

**Equipment/Facilities**
- Level III classroom

**Reviewer**
**Faculty Preparer:**
- Faculty Preparer
- **Action:** Faculty Preparer
- **Date:** Feb 24, 2011

**Department Chair/Area Director:**
- Ruth Walsh
- **Action:** Recommend Approval
- **Date:** Mar 09, 2011

**Dean:** Martha Showalter
- **Action:** Recommend Approval
- **Date:** Mar 16, 2011

**Vice President for Instruction:** Stuart Blacklaw
- **Action:** Approve
- **Date:** Apr 07, 2011