

**J. Sargeant Reynolds Community College  
Course Content Summary**

**Course Prefix and Number:** CHD 270

**Credits:** 3

**Course Title:** Administration of Childcare Programs

**Course Description:** Examines the skills needed for establishing and managing early childhood programs. Emphasizes professionalism and interpersonal skills, program planning, staff selection and development, creating policies, budgeting, and developing forms for recordkeeping. Lecture 3 hours per week.

**General Course Purpose:** Students will gain knowledge in the development of language and perceptual skills of young children. This course is a third semester requirement for the associate degree and a requirement for the Early Childhood Education - Advanced Career Studies Certificate.

**Course Prerequisites and Co-requisites:**

None

**Student Learning Outcomes:**

Upon completing the course, the student will be able to

- a. Demonstrate knowledge in early childhood program issues in the United States;
- b. Demonstrate knowledge of the major types of early childhood education programs and the regulatory systems of these programs in Virginia;
- c. Demonstrate knowledge of accreditation standards and systems;
- d. Demonstrate knowledge of program planning and evaluation in early childhood settings;
- e. Demonstrate knowledge of the recruitment, selection, hiring, and training in early childhood settings;
- f.

- s. Demonstrate awareness of and learn to use appropriate technology as typically used in childcare settings; and
- t. Demonstrate knowledge of managing the food and the health and safety programs in childcare settings.

**Major Topics to Be Included:**

- a. Childcare issues and trends
- b. General business management and organizations
- c. Policy development
- d. Health, safety, food management, and nutrition
- e. Principals of developmentally appropriate curricula
- f. Parental involvement and communications
- g. Community resources
- h. Legal issues
- i. Marketing skills

**Date**