

## 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. Technical Assistance Manual for Child Day Care Licensing, The State of Michigan, 02-20-2011

Periodicals  
Software

### **Equipment/Facilities**

Level III classroom

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

# 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**

**Faculty Preparer:**

**Department Chair/Area Director:**

*Ruth Walsh*

**Dean:** *Martha Showalter*

**Vice President for Instruction:** *Stuart Blacklaw*

**Action**

*Faculty Preparer*

*Recommend Approval*

*Recommend Approval*

*Approve*

**Date**

*Feb 24, 2011*

*Mar 09, 2011*

*Mar 16, 2011*

*Apr 07, 2011*