KEYANO COLLEGE

ELCC 341
Child Care Organization and Administration

3 credits, 45 hours lecture

This course focuses on Child Care program administration. Child Care regulations and licensing and accreditation policies for Province of Alberta will be covered. Topics will include financial management, staffing, relationships with families, and organization. Staff leadership will also be covered including mentoring and coaching.

Prerequisite: ELCC Certificate or equivalent

Instructor

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Office Hours

Available by appointment or:
- Friday 8:00 AM -1:00 PM

Delivery Method and/or Hours of Instruction:

Online web-conferencing may be required. (the intent is for this course to be fully online over the seven weeks, however a couple of seminars have been scheduled if needed)

Required Resources

Chu, M. (2014). *Developing mentoring and coaching relationships in Early Childhood Education: A Reflective Approach.* Upper Saddle River, NJ; Pearson.

Alberta's Queen Printer. (2016). *Alberta child care licensing regulation.* Retrieved from http://www.qp.alberta.ca/documents/Regs/2008_143.pdf

Government of Alberta. (2017). *Alberta child care accreditation standards.* Retrieved from https://www.aelcs.ca/accreditationstandards/Documents/S_ACAS_Booklet_WS_1.3_Oct-26-17.pdf

Makovichuk, L., Hewes, J., Lirette, P., & Thomas, N. (2014). *Flight: Alberta's early learning and care framework.* Retrieved from flightframework.ca

Makovichuk, L., Hewes, J., Lirette, P., & Thomas, N. (2014). *Play, participation, and possibilities: An early learning and child care curriculum framework for Alberta.* Retrieved from www.childcareframework.com

Indigenous Early Learning and Child Care Framework. (2018). Retrieved from

https://www.canada.ca/en/employment-social-development/programs/indigenous-early-learning/2018-framework.html

Course Outcomes

Upon successful completion of this course, the student shall be able to:

1. Implement mock budget procedures to budget for a child care setting.
2. Explore staffing principles including hiring, evaluation, and retention of staff
3. Describe Alberta licensing regulations for safety, nutrition, child/staff ratios, and space requirements.
4. Identify the 6 Alberta Accreditation Standards.
5. Analyze elements of pedagogical leadership ELCC supervisors may employ.
6. Describe strategies of effective coaches and mentors in ELCC settings.

The class will proceed throughout the semester according to the needs, skills and interests of the group. Each group of people presents a unique blend of personalities and abilities. Accordingly, the course content will reflect the needs and nature of the group and the individuals within the group.

Assignment	Value
Accreditation and Licensing assignment: Students will write an essay that describes the difference between accreditation and licensing in Alberta. Ensure you outline the 6 standards of accreditation and the key requirements for licensing including ratio, nutrition, space requirements and safety. What are the benefits of each for children, families, and child care educators? If you choose, you may use a PowerPoint Presentation or an electronic poster to display the differences instead of an essay.	**20%**
Budget: Students will complete a 2-month budget for an imaginary centre that includes cost of food, rent, staffing and supplies for the centre. Start-up costs are not needed in the budget; assume the centre has been running for over a year. Students are encouraged to interview other centres and research to determine costs. Students may display their budget in PowerPoint, as an Excel or Google Sheets document, or as a table in Microsoft Word. Please detail the type of childcare center, how many children attend, and a description of how many and the type of staff employed.	**15%**
Mentoring and Coaching Assignments: Students will complete various reflection activities from the Chu text to assess their own strengths as an early childhood mentor and coach.	**25%**
In class interviews and hiring of ELCC staff: Design interview questions you would ask of other students to determine candidates for an ELCC program. The interview should be about 20 minutes in length and ask a variety of interview questions to determine which candidate you would select. After interviewing 3 classmates each student will submit a report outlining which candidate they would hire and why. You may sign up to complete your interviews either February 8 or 15 at the college or interview other ELCC diploma students at your own discretion.	**20%**
Course Activities Students will engage in many in-class and online activities. Three online discussion forums will be graded (total 15%) and participation in a graded Role-Playing activity (5%) is required. All graded activities are indicated in Moodle.	**20%**
Evaluation*: Detailed assignment Instructions and rubrics will be available on the course website. A minimum passing grade for this course is C- (60%), which is required for progression or transfer.*	

Proposed Schedule of Topics

1. Course orientation, Introduction to Mentoring and Coaching
2. Alberta Licensing Regulation including ratio, safety, nutrition, space requirements
3. Alberta Accreditation Standards
4. Budgeting in Daycare and Child Care settings
5. Staffing – Hiring, evaluation and retention of staff
6. Interviewing and employing ELCC staff
7. Staff evaluation and retention in ELCC settings
8. Supervision and mentorship in ELCC settings

Please Note:

Date and time allotted to each topic is subject to change. **Please reference the ELCC 341 Course Schedule document in the Course Orientation section of Moodle for proposed schedule and assessment key dates.**

Grading System

Legend			
Percentage Scale	**Alpha Grade**	**4.0 Scale**	**Descriptor**
94-100	A+	4.0	
	A	4.0	Excellent
90-93	A-	3.7	
86-89	B+	3.3	
80-85	B	3.0	Good
75-79	B-	2.7	
70-74	C+	2.3	
65-69	C	2.0	Satisfactory
60-64	C-	1.7	
56-59	D+	1.3	Poor
50-55	D	1.0	Minimum Pass
0-49	F	0.0	Failure

Performance Requirements

The department performance requirements (revised 2018) regarding student evaluation states that:

- Assignments are to be submitted in class on their respective due dates. If a student is absent from class, the assignments will be considered late.
- Individual extensions require students to contact and ask permission from the instructor *prior* to the assignment due date.
- For assignments that are late without written permission:
  - A grade of 1% will be deducted from assignments each day including weekends. This will be applied until the assignment is received by the instructor.
  - No assignments will be accepted after 1 week past the due date.
  - No assignments will be accepted after the beginning of class on final date of the course.
- Since final exams are not a component of ELCC or EA courses and learning is participatory, attendance and participation are part of the course grade. 80% attendance and word-processed assignments, when required by the instructors, are necessary to achieve a final grad of B or higher in ELCC and EA courses

- A grade of B on an assignment recognizes that the student has met the basic requirements and comprehends the applicable content thoroughly enough to be able to apply it
- A grade of less than B brings attention to the student that there are gaps in comprehending the content and skill required for that assignment. Students should use the criteria for assignments to guide assigned work.
- A grade of B+ or higher acknowledges excellence in quality and quantity of work. The students' assignment is above the basic requirements.

Student Responsibilities

It is your responsibility as a student to contact the Office of the Registrar to complete the forms for Withdrawal or Change of Registration, and any other forms. Please refer to the list of important dates as noted in the Academic Schedule in the Keyano College credit calendar.

More specific details are found in the Student Rights and Student Code of Conduct section of the Keyano College credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Student Code of Conduct Policies.

Student Attendance

Class attendance is useful for two reasons. First, class attendance maximizes a students' learning experience. Second, attending class is a good way to keep informed of matters relating to the administration of the course (e.g., the timing of assignments and exams). Ultimately, you are responsible for your own learning and performance in this course.

It is the responsibility of each student to be prepared for all classes. Students who miss classes are responsible for the material covered in those classes and for ensuring that they are prepared for the next class, including the completion of any assignments and / or notes that may be due.

Academic Misconduct

Students are considered to be responsible adults and should adhere to principles of intellectual integrity. Intellectual dishonesty may take many forms, such as:

- Plagiarism or the submission of another person's work as one's own
- The use of unauthorized aids in assignments or examinations (cheating)
- Collusion or the unauthorized collaboration with others in preparing work
- The deliberate misrepresentation of qualifications
- The willful distortion of results or data
- Substitution in an examination by another person
- Handing in the same unchanged work as submitted for another assignment
- Breach of confidentiality.

The consequences for academic misconduct range from a verbal reprimand to expulsion from the College. More specific descriptions and details are found in the Student Rights and Student Code of Conduct section of the Keyano College credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Student Code of Conduct Policies.

In order to ensure your understanding of the concept of plagiarism, you must successfully complete the online tutorial found on ilearn.keyano.ca. Then print the certificate, sign it, and show it to each of your instructors. Your course work will not be graded until you show this signed certificate.

Specialized Supports

The Student Academic Support Services (SASS) department: Accessibility Services, Skill Centre and Wellness Services, work together to support student success at Keyano College.

Accessibility Services (CC167) supports student success through group and individualized instruction of learning, study and test taking strategies, and adaptive technologies. Students with documented disabilities, or who suspect a disability, can meet with the Learning Strategists to discuss accommodation of the learning barriers that they may be experiencing. Students who have accessed accommodations in the past are encouraged to visit our office at their earliest opportunity to discuss the availability of accommodations in their current courses. Individual appointments can be made by calling 780-791-8934

Skill Centre (CC119) provides a learning space where students can gather to share ideas, collaborate on projects and get new perspectives on learning from our tutorial staff. Students visiting the centre have access to one-to-one or group tutoring, facilitated study groups, and assistance in academic writing. The Skill Centre's Peer Tutor program provides paid employment opportunities for students who have demonstrated academic success and want to share what they have learned. Tutoring is available free to any students registered at Keyano College on a drop in basis, from 9:00 am to 5:00 pm Monday through Friday. Additional evening hours are subject to tutor availability and are posted in the Skill Centre.

Wellness Services (CC260) offers a caring, inclusive, and respectful environment where students can access free group and individual support to meet academic and life challenges. Mental Health Coordinators offer a safe and confidential environment to seek help with personal concerns. The Mindfulness Room in CC260 is available as a quiet space for students to relax during regular office hours. Wellness Service welcomes students to participate in any of the group sessions offered throughout the academic year addressing such topics as Mindfulness and Test Anxiety. Individual appointments can be made by calling 780-791-8934.

Please watch your Keyano email for workshop announcements from our Student Academic Support Services team.