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 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

Karla Green
karla.green@keyano.ca

Office Hours

If you require confidential assistance, please email to schedule a time to meet online in a virtual platform. Your email will be returned within 24 hours. Emails sent on weekends will be answered on the next business day.
Any casual course-related questions are encouraged to be posted on the course forum within Moodle.
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Hours of Instruction

Online with Zoom classes held weekly on Wednesday from 6:30 PM to 9:30 PM (Please note: date and time subject to change - the intent is for this course to be fully online, however seminars have been scheduled if needed)

Required Resources

Chandler, K. (2019). Administering for Quality: Leading and Collaborating in Canadian Early Childhood
Education Programs, 6/E. North York, Ontario: Pearson Education Canada. ISBN: 9780134755625
- e-book ISBN: 9780134858029

Online Resources

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

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

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

Course Outcomes
Upon successful completion of this course, the student shall be able to:
1. Implement mock budget procedures to budget for a childcare 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. Analyze elements of pedagogical leadership ELCC supervisors may employ.
5. 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.

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.*

Assignment	Value	Due
Self-Reflections: Coaches are comfortable in taking time to work with someone and feel rewarded by helping educators-in-training link their passions and beliefs with their actions in their work with children and families. • Reflection 1-5: Using the course text, as well as the Alberta Curriculum Framework, students are required to complete readings from course text and answer reflection questions to reflect on their own strengths as an early childhood mentor and coach. For the first five reflection assignments, students complete reflection questions and submit to be assessed. • Reflection 6: During the first week of the course, students will pair with a first-year certificate student and become a junior-mentor. In week 7, mentors will submit a reflection based on their experience.	30%	Jan 11 Feb 15 Feb 23
Licensing assignment: You will write an essay that describes the licensing process in Alberta. Ensure you outline the key requirements for licensing including ratio, nutrition, space requirements and safety. What are the benefits of each for children, families, and childcare educators? What is the effect of recent changes? How do licensing affect quality?	20%	Jan 22
Budget: You will complete a 2-month budget that includes program expenditures and revenues for an imaginary childcare facility. Start-up costs are not needed in the budget; assume the childcare facility has been running for over a year. You are encouraged to interview other childcare facilities and research to determine costs.	20%	Feb 5
Interviews and hiring of ELCC staff: Design interview questions you would ask of other students to determine candidates for an ELCC childcare program. You will also determine what skills, qualities and professional learning courses makes a candidate more suited for the Early Childhood field. You will then interview 3 ELCC students. 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 ELCC students, each student will submit a report outlining which candidate they would hire and why.	20%	Feb 19
Course Activities- All graded activities are indicated in Moodle. Students will engage in active learning activities, including, but not limited to: - Think/Share activities - Problem-based learning through group discussions and debates - Focused listening activities using case studies and video observations	10%	End of each week

Please reference the ELCC 341 Course Schedule document in the Course Orientation section of Moodle for assessment key dates.

Proposed Schedule of Topics
- Leadership and Teamwork: Supervision and mentorship in ELCC settings
- Alberta Licensing Regulation including ratio, safety, nutrition, space requirements
- Quality Early Childhood Programs, Social Barriers, and role of Government
- Budgeting in daycare and childcare settings
- Employee management: Hiring, evaluation and retention of staff
- Vision, planning, and evaluating program goals.
- Advocating for Canada's children

Please Note: Date and time allotted to each topic is subject to change.

Grading System

Descriptor	Alpha Grade	4.0 Scale	Percent	Rubric for Letter Grades
Excellent	A+	4.0	> 92.9	Work shows in-depth and critical analysis, well developed ideas, creativity, excellent writing, clarity and proper format.
	A	4.0	85 – 92.9	
	A-	3.7	80 – 84.9	
Good	B+	3.3	77 – 79.9	Work is generally of high quality, well developed, well written, has clarity, and uses proper format.
	B	3.0	74 – 76.9	
	B-	2.7	70 – 73.9	
Satisfactory **Progression**	C+	2.3	67 – 69.9	Work has some developed ideas but needs more attention to clarity, style and formatting.
	C	2.0	64 – 66.9	
	C-	1.7	60 – 63.9	
Poor **Minimum Pass**	D+	1.3	55 – 59.9	Work is completed in a general way with minimal support,or is poorly written or did not use proper format.
	D	1.0	50 – 54.9	
Failure	F	0.0	< 50	Responses fail to demonstrate appropriate understanding or are fundamentally incomplete.

Performance Requirements and Student Services

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. The Keyano College credit calendar also has information about Student Rights and Code of Conduct. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Code of Conduct Policies.

Student Attendance
Class attendance is useful for two reasons. First, class attendance maximizes a student's 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 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; and
- 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 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 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 may not be graded until you show this signed certificate.

Specialized Supports
The Student Services department is committed to Keyano students and their academic success. There are a variety of student supports available at Keyano College. Due to the continuing situation with the Covid-19 pandemic, the offered support services will be implemented differently this semester by being provided mostly virtually. In-person service can be requested as needed. All Alberta Health Services guidelines will be followed for in-person appointments—wear a mask, maintain two meters of physical distance, use hand sanitizer, and stay home if you are unwell.
All student services are available during Keyano business hours: Monday to Friday, 8h30-16h30.

Accessibility Services: provides accommodations for students with disabilities. Students with documented disabilities, or who suspect a disability, can meet with a Learning Strategist to discuss their current learning barriers and possible accommodations. Students who have accessed accommodations in the past are encouraged to contact us to request them for the semester. Please note that requesting accommodations is a process and requires time to arrange. Contact us as soon as you know you may require accommodations. For accessibility services supports and to book a virtual appointment, please contact accessibility.services@keyano.ca.

Accessibility Services also provides individual and group learning strategy instruction for all students, as well as technology training and supports to enhance learning. Meet with a Learning Strategist to learn studying and test-taking strategies for online classes. Schedule an appointment with the Assistive Technology Specialist to explore technology tools for learning. Book an appointment today by emailing accessibility.services@keyano.ca

Wellness Services: 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. All individual appointments will continue virtually.

Wellness Services welcomes students to participate in any of the virtual group sessions offered throughout the academic year addressing topics including mindfulness and test anxiety.

Individual virtual appointments can be made by emailing wellness.services@keyano.ca.

Library Services: provides students with research and information supports as they engage in their studies. Library staff are available to support you both virtually and in person throughout the semester. For a detailed list of library supports and services, go to www.keyano.ca/library. For any inquiries, please email askthelibrary@keyano.ca.

Begin your research with the Library's FIND page. Search for sources using OneSearch, the Library's Catalogue, or by searching in a specific database selected from the A-Z Database List.

Individual support with the Information Librarian is available virtually. Appointments can be requested by using the Book A Librarian online form.

Research and Subject Guides are helpful resources when beginning your research or addressing other information needs. To view a subject or course specific guide, go to the Subject Guide webpage here.

To access additional research resources, including Citation Guides (APA, MLA, Chicago, or IEEE), go to the Research Help Library page.

The Loanable Technology collection is available to support students in their online learning pursuits. Items available for borrowing include mobile projectors, webcams, noise cancelling headphones, Chromebooks, and laptops. For an up-to-date list of technology available for borrowing, go to the Library's Loanable Technology webpage.

Skill Centre: Provides academic support services to students registered in credit programs at Keyano College in the form of tutoring, assignment/lab support, writing support groups, facilitated study groups, workshops, and study space. This service is free and is available for all Math, Sciences, Humanities and Trades courses offered at Keyano.

While most courses are being offered online, the Skill Centre will be offering mostly virtual services and in-person sessions as requested. Please email Skill@keyano.ca to get in contact with our Academic Content Specialists. The Skill Centre is located in CC-119 at the Clearwater Campus.

For the most up to date information on how to book a session, please view the Keyano Skill Centre homepage.

Academic Success Coaching: offers you support and access to resources for your academic success to help you to find the Keys to your Success. The Academic Success Coach will work with you to develop an academic success plan, develop your study and time management skills, and connect you with the right resources here at Keyano. Academic.success@keyano.ca is the best way to access resources during virtual service delivery. The Academic Success Coach is located in the Skill Centre in CC-119 at the Clearwater Campus.

E-Learning: Technology and internet will impact your online learning experience. It's important that you are able to watch an online video and other course materials, take online quizzes, and participant in a live class with your instructor and other students.
Keyano College operates in a Windows based environment and having the correct tools for online learning is important. Here's a list of recommended system requirements.

Computer Software
Students will be able to get access to Microsoft Office 365 for free using Keyano credentials by clicking here.

Internet Speed: Minimum Internet speeds of 5 Mbps.
Recommended Internet speeds of 25 Mbps (especially if you are sharing your internet at home). Check your internet speed with Fast.com.

System requirements:

Microsoft Windows	Apple
Minimum Requirements: - A Windows 10 **computer/laptop** Minimum 4GB of RAM. - 10GB+ available hard drive storage. - Enough available hard drive space to install the Microsoft Office suite (approximately 3GB). Microsoft Office software is free to all Keyano students and employees. - Microphone, webcam and speakers. A headset with a microphone is recommended. - System updates must be regularly installed. - Anti-Virus / Anti-Malware software	**Minimum Requirements:** - A Macintosh (V10.14 and above) **computer/laptop** - Minimum 4GB of RAM. - 10GB+ available hard drive storage. - Enough available hard drive space to install the Microsoft Office suite (approximately 3GB). Microsoft Office software is free to all Keyano students and employees. - Microphone, webcam and speakers. A headset with a microphone is recommended. - System updates must be regularly installed. - Anti-Virus / Anti-Malware software.
Recommended Requirements - 8GB of RAM - A method of backing up/synchronizing to local or cloud-based storage such as OneDrive is highly recommended. This is included if you complete the setup of KeyanoMail and download MS Office using your Keyano email for free.	**Recommended Requirements** - 8GB of RAM - A method of backing up/synchronizing to local or cloud-based storage such as OneDrive is highly recommended. This is included if you complete the setup of KeyanoMail and download MS Office using your Keyano email for free.

Chromebooks are **not** recommended as they are not compatible with testing lockdown browsers.

A Microsoft Surface or iPad or iPad Pro may be possible alternatives in some program areas.

Specific Department Requirements:
Business and OA programs require Windows 10.
Other programs may utilize Windows based tools as well.

Recording of Lectures and Intellectual Property
Students may only record a lecture if explicit permission is provided by the instructor or by Accessibility Services. Even if students have permission to record a lecture or lecture materials, students may not share, distribute, or publish any of the lectures or lecture materials, this includes any recordings, slides, instructor notes, etc. on any platform. Thus no student is allowed to share, distribute, publish or sell course related content (instructor, or students) without permission. It is important to recognize that the Canadian Copyright Act contains provisions for intellectual property. The Academic Integrity Policy provides additional information on Keyano College's expectations from students as members of the intellectual community.

ITS Helpdesk
If you are having issues with your student account, you can contact the ITS Helpdesk by emailing its.helpdesk@keyano.ca or calling 780-791-4965.