KEYANO COLLEGE

Course Outline

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.

Course Start and End Dates:

January 5 - April 13, 2023

Instructor

Stacy Zhou
Office: CC205J
P: 780.791.5601 | **E:** stacy.zhou@keyano.ca

Office Hours

Monday	3:30pm-4:30pm
Tuesday	5:00pm-6:00pm
Wednesday	4:30pm -5:30pm
Thursday	5:00pm-6:00pm
Friday	1:00pm - 2:00pm

If you require confidential assistance, please email to schedule a time to meet online or in person during the office hours. Your email will be returned within 48 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.

Hours of Instruction

Thursday from 6:30 PM to 9:20 PM at Main Campus Room CC212. This will be a blended course using Moodle and HyFlex. This HyFlex classroom allows for students to attend Face-to-face on campus or Synchronous (at the scheduled class time on Zoom).

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

In Course ELCC 341, we are using the HyFlex course delivery mode. HyFlex is short for "hybrid-flexible." What this means is that, as the student, you have a choice about how you participate in class on a daily/weekly basis. The options for attending/participating this class are below:

Options for Attending/Participating Class (choice can be made daily/weekly):

a) Face-to-face in our classroom on campus at our regular class time (depends on your section).

b) Online virtually via Zoom (Synchronously) at our regular class time (see details below in the "Expectations" section).

c) Online Asynchronously on a flexible schedule, you will complete online activities during the scheduled week adhering to activities and assignment due dates. The mode may require you to review class recordings.

Please note that you may asked to indicate your intended participation mode on a weekly basis using a poll tool in Moodle.

Attending Online Virtually via Zoom:

1. Enter our Moodle course, go to Course Information section, and click on the Online Virtual Session Zoom link to join the class.

2. Once you click on "Online Virtual Session Zoom link," a dialog box will appear, click the Join Meeting button.

Expectations of Students with Respect to Technology:

1. Log in to Moodle at least three times a week to check announcements and the schedule (it's good to get into the habit of checking Moodle daily for each of your courses).

2. Participate in class regardless of whether you attend face-to-face, virtually via Zoom (synchronously), or asynchronously.

3. If you choose to attend class virtually via Zoom or Teams:

    a. make sure that your technology is updated and ready for each class (log in 5-10 minutes early to check updates and connections).

        i. Note: Public Wi-Fi connections sometimes may not support the bandwidth necessary for Zoom.

        ii. Headphones are recommended.

        iii. Cameras on preferred.

    b. once you enter the Zoom room, all you need to do is wait for the session to begin.

        i. There may be second difference between the virtually and "real life," so you will experience the lecture with a little bit of lag. However, this will not be noticeable unless you are attending in person and also have Zoom/Microsoft Teams open.

ii.   You instructor will monitor all questions that come in, so don't worry about any lag.

4.   If you choose to attend class in person, it is recommended that you bring a device to class to login to Zoom session for group work.

5.   Be respectful of your peers and the instructor regardless of whether you attend face-to-face or virtually.

6.   Having non-course-content-related technology issues?

   a.   If you ever have a problem, first try using a different browser.

   b.   For Zoom related issues, you might find your answer at Getting Started with Zoom

   c.   For Moodle related issues, visit Learning to use Moodle

   d.   For general issues, you can contact theI or call 780-791-4965

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.

Evaluation: *Detailed assignment Instructions and rubrics will be available on the course website.*

Assignment	Value
Weekly Activities: 1. Attendance and Participation 2. Assignments/Course Activities	30%
Assignment 1: Alberta Licensing Regulation Essay You will write an essay that describes the Alberta licensing regulations for safety, nutrition, child/staff ratios, and space requirements	15%
Assignment 2: Preparing a Budget You will complete a 2-month budget that includes program expenditures and revenues for an imaginary childcare facility.	15%
Assignment 3: Recruitment and Retention Design interview questions you would ask of other students to determine candidates for an ELCC childcare program. You will then interview 3 ELCC students.	20%
Final Exam: Last Class Closed book and monitored examination	20%
Total	**100%**

A minimum passing grade for this course is C- (60%), which is required for progression or transfer.

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	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.
Minimum Pass	D	1.0	50 – 54.9	
Failure	F	0.0	< 50	Responses fail to demonstrate appropriate understanding or are fundamentally incomplete.

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.

Proposed Schedule of Topics. Please Note: Date and time allotted to each topic is subject to change.

- 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

Performance Requirements and Student Services

Student Responsibilities
As a student, it is your responsibility to contact the Office of the Registrar to complete the required forms, including the Withdraw Course or Program or a Change of Registration form. Please refer to the important dates listed in the Academic Schedule in the [Keyano College credit calendar](#). The Keyano College credit calendar also has information about Student Rights and the Code of Conduct. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and the Code of Conduct Policies.

Student Attendance
Class attendance is helpful for two reasons: First, class attendance maximizes a student's learning experience. Second, attending class is an excellent way to keep informed of matters relating to the course administration (e.g., the timing of assignments and exams). Ultimately, you are responsible for your learning and performance in this course. It is the responsibility of each student to be prepared for all classes. Absent students are responsible for the material covered in those classes, and students must ensure they are ready for their next class, including completing any missed assignments and notes.

Academic Misconduct

Students are considered responsible adults and should adhere to the principles of intellectual integrity. Intellectual dishonesty takes many forms:

- Plagiarism or the submission of another person's work as their 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,
- Submitting unchanged work 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. To ensure your understanding of plagiarism, you may be required to complete the online Understanding Plagiarism tutorial and submit the certificate of completion.

Online Learning

Technology and internet connectivity will impact your online learning experience. You may be required to watch online videos, take online quizzes, or participate in live online classes. Live/virtual courses will be hosted in Microsoft Teams or Zoom. For all course delivery types, you will access your course resources on Keyano's learning management system: Moodle (iLearn). Login in using your Keyano username and password. Keyano College operates in a Windows-based environment and having access to the correct tools for online learning is essential.

Internet Speed

Minimum download and upload speeds of 10 Mbps. Recommended download speeds of 25 Mbps and upload speeds of 10 Mbps (if you are sharing your internet at home). You can check your internet speed with Speedtest by Ookla.

Computer System Requirements

Keyano College software are Windows based.

Minimum Requirements and Recommended Upgrades for Windows (preferred system) and Apple devices
These minimum standards are required for a Windows computer/laptop (OS 10 or 11) and a MacIntosh (OS 10.14 or above.
1. Windows 10 Operating System or above 2. 4GB of RAM. Recommended upgrade to 8GB of RAM. 3. 10GB+ available hard drive storage space. Note installing Microsoft Office 365 requires 3GB of available hard drive space.   a. Install the Microsoft Office 365 suite (~3GB) * 4. Microphone, webcam, and speakers (All modern laptops have these three accessories built-in. However, a headset or earbuds with a microphone is also recommended. 5. Windows has built-in anti-virus/malware software. It is essential to install system updates to keep your device secured regularly. *Microsoft Office 365 is free to Keyano students.
Tablets, iPads, and Chromebooks are **not** recommended: they may not be compatible with the testing lockdown browsers and Microsoft Office 365.

Specific Department Requirements

Business and OA programs require Windows 10 or higher.

Other programs may utilize Windows-based tools as well.

Computer Software

Students have access to Microsoft Office 365 and Read & Write for free using Keyano credentials.

See Recommended Technology for more information.

Recording of Lectures and Intellectual Property

Students may only record a lecture if explicit permission is provided by the instructor or 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 course 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 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 have issues with your student account, you can contact the ITS Helpdesk by emailing its.helpdesk@keyano.ca or calling 780-791-4965.

Authorization

This course outline has been reviewed and approved by the Program Chair.

Stacy Zhou, Instructor

Alexis Laird, Chair Human Services   Date Authorized

Arlene Starkes, Dean School of Health and Human Services   Date Authorized

Signed copies to be delivered to:

Instructor

Registrar's Office