

ELCC 341 – Child Care Organizations & Administration

3 Credits, 45 Hours

Course Description

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

Pre and Co-requisites

Prerequisite: ELCC Certificate or equivalent

Course Learning Outcomes (CLOs)

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

Implement mock budget procedures to budget for a childcare setting.

Explore staffing principles including hiring, evaluation, and retention of staff

Describe Alberta licensing regulations for safety, nutrition, child/staff ratios, and space requirements.

Analyze elements of pedagogical leadership ELCC supervisors may employ.

Describe strategies of effective coaches and mentors in ELCC settings.

Evaluation

Assessment Type	Percentage
Assignments and projects	70%
Test and Quizzes	30%
Total	100%

Course Completion Requirements

A progression grade of C- is required.

Grading Scale

4.0 Grade Scale	Alpha Grade	Percentage Grade
4.0	A+	93-100
4.0	A	85-92.9
3.7	A-	80-84.9
3.3	B+	77-79.9

3.0	B	74-76.9
2.7	B-	70-73.9
2.3	C+	67-69.9
2.0	C	64-66.9
1.7	C-	60-63.9
1.3	D+	55-59.9
1.0	D	50-54.9
0.0	F	0-49.9

Land Acknowledgement

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