

CHAPTER 10

Quality Early Childhood Programs

Study Guide

Directions Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

Program Types

Early childhood program is the broad term that describes _____

Program Philosophy and Goals

Philosophy: _____

Program goals: _____

Sample Program Philosophy

Curriculums reflect beliefs about _____

Research has shown that the following beliefs work best when teaching and caring for young children:

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

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For-Profit and Nonprofit Programs

For-profit: _____

Nonprofit: _____

Program Quality

When working in early childhood, you will be responsible for quality programming in these areas:

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Program Options

All programs aim to _____

Program sponsors: _____

Program options include:

- Child care centers:

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- Family child care homes:

- Before- and after-school child care:

- Preschools and nursery schools:

- Public School Prekindergarten:

- Employer-sponsored centers:

- In-home child care:

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- Intergenerational care centers:

- Child care for mildly ill children:

- Back-up child care centers:

- Head Start preschools and child care centers:

- Montessori preschools:

- Preschools and child care for children with special needs:

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- Crisis nurseries:

- Parent cooperatives:

- Laboratory schools:

- Kindergarten:

Licensing, Registration, and Legal Duties

One way of ensuring that children in child care settings are safe and healthy is

Licensing and Registration Laws

State licensing laws identify programs _____

Licensing laws vary _____

After a license to operate has been granted, a program must _____

License exempt: _____

Registration: _____

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Early Childhood Licensing Requirements

State licensing standards usually address minimum requirements for the following areas of program operation:

- _____
- _____
- _____
- _____
- _____
- _____

Legal Duties for Early Childhood Professionals

Laws protect the rights and interests of children and their families _____

Enrollment Application Legalities

Required information in a program's application form typically includes:

- _____
- _____
- _____
- _____
- _____
- _____

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Nonbiased Enrollment Practices

Programs that receive government funds cannot _____

The ADA law ensures _____

If enrollment ends for any client, programs must provide _____

Ensuring Privacy and Confidentiality

All children and their families have _____

Information from their files, or about their behavior while in the program, may be shared _____

Fee Agreement Contracts

The written contract states:

- _____
- _____
- _____
- _____

Compliance with Laws

When employed in an early childhood program, it will be your legal responsibility to _____

First, _____

If you cannot solve violations on your own, _____

If you have continuing concerns about unresolved problems, _____

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The following violations would require reporting:

- _____
- _____
- _____
- _____
- _____
- _____

Accreditation Criteria

Accreditation criteria: _____

Complying with accreditation criteria is _____

To ensure that programs maintain high quality, they must be _____

Managing Program Services

Program Leadership

Directors are usually responsible to _____

Director as Role Model

The director sets _____

Directors keep staff informed through _____

Implementing Philosophy and Goals

Every year, directors should _____

They should also look at _____

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Staff Recruitment and Supervision

Most directors hire the following staff members:

- Assistant director:

- Teaching staff and substitutes:

- Food service staff:

- Transportation staff:

- Custodial and grounds crew:

- Health care staff:

- Family involvement coordinator:

- Curriculum coordinator:

Staff Qualifications

The number of staff, and their qualifications, is determined by _____

Job description: _____

Each job description describes _____

Staff Organization

Organizational chart: _____

An organizational chart helps staff know _____

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Directors create _____

Screening Staff

Before hiring, directors screen potential staff to _____

Reference checks: _____

Staff must also pass _____

Many states also require directors to _____

Staff Development

Directors provide the following tools to help staff members perform their jobs to the best of their abilities:

- _____
- _____
- _____
- _____

Quality Facilities

A quality facility creates _____

Its design should _____

Good facilities are _____

Licensing laws set _____

Maintenance and Upkeep

Daily maintenance and upkeep applies _____

Year-round facilities need _____

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Program Governance

In many programs management is _____

Program governance: _____

Organizational Structure

Programs that operate on a nonprofit basis _____

Programs that are sponsored by a public organization _____

Advisory board: _____

Governing board: _____

Boards help ensure that _____

Board committees: _____

Governance Handbooks

Governance materials are _____

Types of handbooks include:

- Constitution and by-laws:

- Governance handbook:

- Personnel handbook:

Administration

People who have a say in program operations make up _____

Wise sponsors will often utilize _____

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Client Services

Directors must have skills in _____

Program Enrollment

It is the director's job to _____

After children are enrolled, it is the director's responsibility to _____

Parent or Family Handbooks

These handbooks give families an understanding of _____

Handbooks most often address:

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Family Involvement

Directors have frequent opportunities to talk with parents as _____

Many directors invite family members to _____

All parents should feel _____

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Community Referrals

Good directors are well acquainted with _____

Financial Management

Financial management: _____

Financial management requires preparation of _____

Budget: _____

Managing Income

A program earns income by _____

Directors make sure the fees cover _____

Managing Expenses

Expenses: _____

Public Relations

Directors do all they can to present _____

Public relations efforts include:

- Community outreach:

- Being a reliable source of information:

- Professional organization membership:

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Quality Assurance

Maintaining quality standards is _____

Programs routinely undergo _____

Programs hire accountants to _____

Reporting Licensing Violations

Early childhood staff must _____

If you observe a violation, you should _____

Some violations must _____

Most often a violation concern should first be _____

In most states, staff can report concerns to licensing agents _____