CCEI952- Managing a Center: What It's All About Part I - Handout

Welcome to CCEI952

Every center director has his or her own specialties and personal interests. Some come to the job with a deep interest in early childhood development and a dream of giving every child a proper "head start." Others may be more focused on the entrepreneurial aspects of the job, inspired above all by the goal of building a successful small business. And some directors may find their calling in the day−to−day managerial tasks, such as maintaining safety and health requirements, curriculum planning, and staff development.

The fact of the matter is that successful center directors might bring their own interests and specialties to the job, but all must be competent in multiple areas. This is the first of two courses designed to provide an overview of all the facets of center management.

✔ Course Objectives:

By taking notes on the handout and successfully answering assessment questions, participants will meet the following objectives as a result of taking this course:

- Identify key considerations for developing a *center philosophy*
- Identify the elements of a *mission statement*
- Define *organizational structure* and *organizational culture*
- Identify areas of focus to achieve a *culture of improvement*
- Identify common *personnel policy* areas
- Identify effective staff retention and communication strategies
- Identify importance of effective management systems

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What is a *competency?*

List common competency areas for directors:

How will your *vision* support the staff, the children, the families, and the surrounding community that are all touched by your program?

Questions to consider when developing your *program philosophy:*

What is a *mission statement?*

Case Study

Read each missions statement in the case study and write down the differences regarding:

- The age groups served in each center:

- The types of services offered:

- The core philosophy and/or purpose:

Organizational structure

What is the most important thing to remember about organizational structure?

Organizational culture

Common factors in successful centers with regard to organizational culture:

Developing a Culture of Improvement

Consistent Leadership:

Personalities that Fit:

Policies and Procedures:

Training:

Staff Communication and Recognition:

Employee Empowerment:

Evaluation:

Policies and Legal Compliance

Who is responsible for ensuring that the center is in compliance with all laws and regulations?

Personnel Policies:

General Policies:

Employment Policies:

Parent Policies:

Staff Development

Why is each of the following areas important? Write down notes to remember about each topic.

Job Description:

Interviewing Process:

Orientation and Training:

Staff Communication:

Performance Evaluations:

Ongoing Professional Development:

Management Systems

Opening and Closing Procedures:

Cleaning Checklist:

Playground Safety Checklist:

Classroom and Toy Safety Checklist:

Food Safety Checklist:

Infectious Disease Prevention and Reporting:

Medical Emergencies and Evacuations