**DAYCARE MANAGEMENT AND ADMINISTRATION**

**EC/H.Eco-HD-404**

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| 1. Child Day Care Management: An Introduction; The Role of the Child Care Worker; Interacting with Child Care Workers; Fostering Self-Esteem and Showing Approval; Changes in Children: 12 Months to 10 Years; Financial Statements and the Business Plan
 | <https://smallbusiness.chron.com/administration-responsibilities-daycare-provider-20387.html><https://www.yourfreecareertest.com/childcare-worker/><https://www.procaresoftware.com/blog/complete-guide-to-successful-daycare-management/><https://studentscholarships.org/salary/111/child_care_workers.php><https://work.chron.com/strengths-childcare-worker-8302.html><https://andersoncollege.com/essential-communication-skills-early-childhood-assistants/><https://www.pbs.org/wholechild/providers/glad.html>[https://medium.com/@finmodelslab/daycare-business-plan-financial-model-excel-template-3467c1cb2344](https://medium.com/%40finmodelslab/daycare-business-plan-financial-model-excel-template-3467c1cb2344)<http://www.buildingchildcare.org/uploads/pdfs/FCC-Manual-FINAL.pdf> |
| 1. Administration of Programs for Young Children; Schools and Programs; The Program and Environment of Planning; Setting Program Goals; Planning for Infants and Toddlers and Preschool-Age Children; Communication Styles and Listening Skills; Sharing Unpleasant Information with Parents.
 | <https://www.slideshare.net/MargareteHermanson/20150302-childcare-director-roles><https://smallbusiness.chron.com/write-business-plan-starting-day-care-center-2772.html><https://articles.bplans.com/tips-for-writing-a-successful-business-plan-for-a-daycare-center/><https://www.youtube.com/watch?v=wnUAvKnlz60><https://www.youtube.com/watch?v=Rak7y3n5YR4> |
| 1. Planning and Staff Decision Making; Staff Selection; Personnel Policies; Staff Supervision and Training; Student Teachers/Volunteers
 | <https://drive.google.com/open?id=1tHmepH7CvOmkWU14TGqKDRnHeYYYT1fD><https://digitalcommons.usu.edu/cgi/viewcontent.cgi?article=1352&context=extension_curall> |
| 1. Management Issues; Budget Management; Maintenance, Health, and Safety; Food and Nutrition Services; Including Families and the Community; Maintaining the Quality of Child Care; Computerized Center Administration
 | <https://drive.google.com/file/d/17nHuxbfO02aSKxTrA2W7KAJvziE2D47R/view><https://www.collabforchildren.org/families/what-high-quality-child-care> |
| 1. Planning for Profit in Your Child Care Business; Setting Your Professional Goals; Contracts and Policies; Rates, Fees, and Collection; Financial Determination; Marketing Strategies.
 | <https://drive.google.com/open?id=1tHmepH7CvOmkWU14TGqKDRnHeYYYT1fD><https://www.geteduca.com/blog/marketing-strategies-child-care/><https://youtu.be/34ofQq9Uhtw><https://www.paperpinecone.com/blog/how-reduce-expenses-increase-profit-your-child-care-business><https://www.procaresoftware.com/blog/daycare-business-profitable/> |