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Nota di contenuto	Cover -- Table of Contents -- 1. Overview of Early Care and Education and Program Administration -- 2. Developing a Vision, Mission, and Program Evaluation -- 3. Establishing Policies and Procedures -- 4. Leading and Managing Personnel -- 5. Financing and Budgeting -- 6. Marketing Your Child Care and Education Program -- 7. Planning the Children's Program -- 8. Providing Nutrition, Health, and Safety Services -- 9. Assessment: An Essential Component of Effective Early Childhood Programming -- 10. Working with Families and Communities -- 11. Contributing to the Profession -- 12. Appendix: Suppliers of Materials and Equipment for Early Childhood Programs -- 13. Appendix: NAEYC Code of Ethical Conduct and Statement of Commitment -- 14. Appendix: NAEYC Code of Ethical Conduct Supplement for Early Childhood Program Administrators -- 15. Appendix: Recommended Furniture, Furnishings, and Materials -- 16. Appendix: Poisonous Plants -- 17. Appendix: Governing Board Profile Worksheets -- 18. Appendix: Governing Board Job Description and Agreement -- 19. Appendix: Professional Organizations of Interest to Early Childhood Educators -- Index.

Sommario/riassunto

For a course serving prospective and in-service early childhood program administrators This text provides specific guidance on planning for, implementing, marketing, and evaluating programs serving children from birth through school age. Designed to be useful for all early childhood administrators, this text includes a balance of research-based statements, implementation strategies, and resources to prompt further investigation. It aids in the initial planning of early childhood programs and is a source of helpful information after programs are under way. The purpose of this text will be realized when the student makes wiser judgments about planning and administering early childhood programs.
