Dear Early Childhood Education 201 Student,

Welcome to ECE 201, Supervision and Administration of Children’s Programs, online. This course will cover principles and practices of supervision, including Title 22 and Title V requirements. It includes the introduction to licensing procedures, budgeting, and basic school management. It is intended for the experienced teacher and it meets Title 22 requirements to direct a Children’s Center, and Title V requirements for the Child Development Permit for Site Supervisor or Program Director. This class is offered completely online, there are no face to face meetings. If you are interested in a face to face class, there is one being offered as well. Please check the College Catalog for more information.

To be enrolled in this course, you must have already completed with a C or better – ECE 110, 120 and 125.

Current and or previous experience with children (in a childcare setting) is highly recommended. This course can be extremely challenging without prior experience to support you. Please email me if you have questions regarding qualifications.

In order to take this class, you must have access to a computer, reliable Internet services and e-mail. All communications are done through e-mail and discussion boards. You can use your own computer and there are also several places on campus, and local libraries that you may access a computer if you are having problems with your computer. You will need to access your computer 3-4 times per week to be successful.

This course is using the Blackboard course management system. You can find the link on the College of the Canyons home page as well. The course will be available to you on Monday, February 10th, which is the official start date of the course. You will not be able to access the course until that date. This is an 8 week course. Make sure to log in and read over the syllabus to make sure you are enrolled in the course. No student may add after the add date. Any student who has not logged on the first day will be dropped as a No Show. I will attempt respond to your questions within 24 - 48 hours. I look forward to having you online. This course should be fun and challenging. You will have the opportunity to interact with your classmates and network with other professionals in your field. This course is intended to provide insight into the professional view of an administrator. As an administrator you are required to meet deadlines, be responsible, professional and value others input. Throughout this course I will be looking for those traits as you submit your assignments. I expect that assignments are turned in on time, and responses are thorough and professional. I will also be looking for respectful and detailed responses to other students.

Please let me know if you have any questions.
You may find the following links helpful for your success in the course:

For Blackboard log in:
http://www.canyons.edu/offices/distance_learning/BBSupport/BbLogin.asp

Distance Learning home page:
http://www.canyons.edu/distancelearning

Online learning readiness assessment:
http://www.canyons.edu/offices/distant_learning/info/assessments.asp

Counseling 070 information:
http://www.canyons.edu/offices/distance_learning/info/COUNS070.asp

**There are TWO books required for this course:**

Developing and Administering a Child Care and Education Program, 8th edition (7th edition can work as well) Sciarra, Dorothy June, Dorsey, Anne G., & Lynch, Ellen, Wadsworth Cengage Learning, ISBN # 978-1-111-83383-1

AND

Community Care Licensing Division, Title 22 (which you will need to read and or print from the Child Care Licensing Division Website)

Sincerely,

Wendy Ruiz

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