



Planning and Administering Early Childhood Programs (10th Edition)

By Nancy K. Freeman, Celia A. Decker, John R. Decker

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Continuing its tradition of excellence, the Tenth Edition of *Planning and Administering Early Childhood Programs* provides the tools you need, as a prospective or in-service administrator, to effectively manage your program. Based on a solid foundation of research, this text provides a wealth of strategies, tools, templates, and resources which make it an indispensable guide.

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Editorial Review

From the Back Cover

Continuing its tradition of excellence, the Tenth Edition of *Planning and Administering Early Childhood Programs* provides prospective and in-service directors and administrators the tools needed to effectively manage their programs. A balance of research-based content, implementation strategies, and resources to prompt further investigation make this an indispensable guide for administrators. Part 1, *Constructing the Early Childhood Program's Framework*, lays the theoretical foundation for the program, examines regulations, and assists in developing policies and procedures. Part 2, *Operationalizing the Early Childhood Program*, addresses important administrative topics, such as staffing, facility planning, funding, and marketing. Part 3, *Implementing the Children's Program*, discusses the administrator's role in planning and overseeing the program's services, from issues of nutrition, health, and safety, to assessment, to collaboration with families and the community.

Here's what makes this new tenth edition unique:

- **New mini-cases** at the beginning of each chapter highlight one of two different center directors facing challenges; these directors are revisited further along in the chapter in "**A Better Approach**," underscoring best practice.
- **New Learning Outcomes** at the beginning of each chapter provide students with concrete goals for each chapter and support their success in the course.
- **New Check for Understanding** application questions at the ends of chapters, along with existing Reflection items, provide instructors with additional assessment items.
- Strategies are given for **effectively marketing a program**, including guidance about developing a quality website and using social media to the program's advantage.
- An expanded discussion of **budget development** includes helpful formulas and guidelines.
- Chapter Ten, *Providing Nutrition, Health, and Safety Services*, offers **updated nutritional recommendations**, including USDA's **MyPlate** guidelines.
- Chapter Six, *Creating Quality Learning Environments*, covers facility planning and addresses issues of enhancing energy efficiency, including **LEED guidelines**.

About the Author

Nancy K. Freeman is an associate professor of early childhood education and director of the Child Development and Research Center at the University of South Carolina. A former child care director and preschool teacher, she currently works closely with the campus child care center. Nancy has authored scholarly publications and made conference presentations on topics such as professional ethics, service learning, and the preparation of the child care workforce. She is chair of South Carolina's Governor's Advisory Committee on the Regulation of Child Day Care Facilities, has served as President of the National Association of Early Childhood Teacher Educators (NAECTE), and is co-author of a regular column on professional ethics published by NAEYC.

Celia A. Decker retired after 38 years of service in early childhood education. At the time of her retirement, she held the position of professor of early childhood education at Northwestern State University and served

as the program coordinator of graduate studies in early childhood education. In addition to coauthoring this text, she is the author of *Children: The Early Years* and its supplements and coauthor of *Parents and Their Children*, both published by Goodheart-Willcox Company. She has presented papers at national, regional, and state annual meetings of many professional early childhood associations. She has served as a consultant for Head Start, Even Start, and local school systems.

During her years of teaching as a kindergarten teacher in an inner-city school system and as a college professor, she has received many honors. In 1994, she was selected as the Outstanding Professor at Northwestern State University.

John R. Decker retired after an elementary teaching and administrative career of 37 years. Before entering the field of education, he served as a district scout executive for Kaw Council, Boy Scouts of America, Kansas City, Kansas. His educational career included elementary teaching positions in inner-city schools, in an open education program, and in rural public schools. He also served as assistant professor of education and taught college courses in education and supervised pre-service teachers in a federally supported college-based program. He has frequently given speeches and workshops for professional organizations. He has been recognized for his 30-year membership in Phi Delta Kappa.

Users Review

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