



Administration of Programs for Young Children (Part 2)

Phyllis Click

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Readers will find the answers they seek and much, much more in this extensive guide for running a quality early childhood education program. "Administration of Programs for Young Children" examines new trends in child care and new teaching and administrative tools available to help administrators work effectively and efficiently. The book covers a host of topics critical to the subject, including program planning, hiring and training staff, maintaining quality, working with parents and the community, and more. In each age-specific, program-planning chapter, there is an overview of the development of children and suggestions for setting up environments that promote learning, comfort and safety. The material is rounded out by an interest-grabbing discussion of ethical conduct, the use of computers for administrative tasks, and essential information on a credential specifically for directors.



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