





EARLY CHILDHOOD CENTRE ADMINISTRATOR CERTIFICATION  
**EARLY CHILDHOOD CENTRE ADMINISTRATOR MANAGEMENT AREAS GRID**  
 Table of Specifications- Child Care Administrator Management Area Responsibilities (Work Description)

<i>Practice ⇒ Relationships ⇓</i>	<b>A.Systems</b>	<b>B.Policy</b>	<b>C.Services &amp; Programs</b>	<b>D.Legal/ Professional Sanctions</b>	<b>E.Planning</b>	<b>F.Finances</b>
<b>I. Staff</b> ... continued	15.Ensure an adequate supply of qualified substitutes 16.Decision making with clear lines of responsibility		7.Consults with health professionals regarding health and developmental issues and initiate interventions as required by external agencies <sup>2</sup> 8.Timely and regular staff meetings 9.Represent licensed operator to staff and liaise 10.Trains staff in child abuse protocol, control of infectious diseases and workplace health and safety procedures			

<sup>2</sup>. Grant MacEwan Community College, Early Childhood Administrator, Occupational Analysis and Validation Survey Results, 1992, GMCC: Edmonton, 1992



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<b>II. Families</b>	1.Recording & informing parents of information regarding children- anecdotal, developmental 2.Documentation- medical , behavioural, key events/happenings, unusual incidents, information regarding children 3.Wait list maintenance and cultivation 4.Enrollment, orientation & discharge	1.Program policy 2.Payment policy 3.Parent/client policy- a)Medical b)Suspected child abuse (parent/ other/ staff) c)Arrival/Departure (acceptance/ releasing) d)Ill child e)Accident/serious incident f)Enrollment g)Orientation h)Discharge i)Nutrition 4.Wait List policy 5.Confidential information Policy 6.Parents role in the centre	1.Regular and timely communication re children & centre events, activities and plans 2.Liaison with community services and families where appropriate 3.Parenting resources 4.Programs respect diversity in family dynamics, culture etc. 5.Engage parents in program 6.Interprets centre philosophy to parents	1.Day Care Act 2.Child Welfare Act 3.Documentation 4.Child Care Practitioners Code of Ethics 5.Freedom of Information Act	1.Input to strategic planning by families 2.Client satisfaction evaluation 3.Wait list	1.Invoicing 2.Collections 3.Fee structure 4.Receipts



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<b>III. Licensed Operator- Owners /Boards of Directors</b>	1.Regular & timely status reports on all aspects of centre management to the Licensed Operator 2.Access licensed operator as a resource and support 3.Evaluated annually by Licensed Operator 4.Archives and maintains historical perspective of centre and its programs 5.Systems to manage information and document quality of centre services 6.Handle Correspondence	1.Operations Policy Manual 2.Job description	1.Quarterly reports and documentation 2.Timely & regular management meetings 3.Serve as a resource & support to centre committees and licensed operator 4.Advocacy 5. Implement policies and procedures established by the Licensed Operator (Owners/Boards)	1.Registry of Joint Stocks (Incorporation) 2.Child Care Practitioners Code of Ethics 3.Day Care Services Act	1.Identify and represent areas for centre development to Licensed Operator 2.Develop operations plan to implement Licensed Operator's strategic plan	1.Budget-develop, monitor evaluate & adjust 2.Accounts Payable 3.Accounts Receivable 4.Cash flow- deposits, payables, petty cash 5.Audit 6.Reporting financial status to licensed operator



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<b>IV.Facility</b>	1.Inventory control 2.Requisition, repair, replacement of materials and equipment 3.Contracting 4.Leases 5.Security 6 Optimal space usage	1.Program policy re fire, health, safety & program procedures 2.Facility review 3.Contracting 4.Leases	1.Maintenance 2.Design 3.Layout 4.Outdoor space 5.Office space 6.Consultation space for private meetings 7.Kitchen Facilities 8.Classrooms 9.Distribution of materials, equipment & supplies 10.Washrooms 11.Meeting with authorities regarding the facility as required 12.Ensure that the environment is healthy and safe for all who are involved in the centre	1.Fire, Health, Day Care Acts 2.Zoning Laws 3.Taxes 4.Commercial Assessments 5.Insurance / Risk Management 6.Documentation	1.Input to strategic planning regarding facility 2.Resource development planning 3.Upkeep / replacement / additions plan 4.Review and project future needs for facility	1.Purchasing services, equipment for facilities 2.Tendering 3.Job costing



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<b>V.Community</b>	1.Regular audits of systems, programs, accounts 2.Communications plan for projecting an effective public image 3.Marketing 4.Gather relevant Social/political information that will affect the centre 5.Assessment of community needs 6. Licensing	1.Communications policy 2.Sponsorship policy 3.Volunteer policy 4.Student placement policy 5.Grant policy 6.Community Involvement 7.Licensing	1.Marketing & analysis strategy that reflects honest best practices in carrying out the centre's philosophy 2.Public education & awareness of child growth & development & benefits of child care services 3.Promotion of quality child care 4.Referral 5.Volunteer 6.Advocacy 7. Develop materials to promote the centre 8.Establish partnerships with community services/ organizations 9. Liaison with Community Services / Organizations regarding the child care service	1.Child Welfare Act 2.Day Care Act 3.Code of Ethics 4.Freedom of Information Act 5.Criminal Reference Check legislation where required	1.Community input to strategic planning 2.Resource/ service development in response to community needs 3.Fundraising	1.Fundraising 2.Funding/ investment partners 3.In kind donations 4.Deal with financial institutions and funding bodies