



Planning and Administering Early Childhood Programs

Nancy K. Freeman

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Note: This is the bound book only and does not include access to the Enhanced Pearson eText. To order the Enhanced Pearson eText packaged with a bound book, use ISBN 0134290011. Here's the practical, hands-on information educators need in order to become successful administrators of childcare centers and child development centers. With a focus on what center directors need to know and what they need to be able to do, the book guides readers through the process of identifying a program's core values and drafting mission and vision statements. Included is coverage of current issues such as the factors affecting supply and demand for childcare as well as the initiatives to enhance program quality, ensure affordability, and provide access to all children and families. *Planning and Administering Early Childhood Programs* addresses the latest trends affecting the childcare workforce and provides specific guidance for recruiting, hiring, and retaining quality personnel, including job descriptions and hiring practices. The role of the program administrator as mentor, coach, and instructional leader are covered, along with important business issues within the administrator's responsibilities, such as financial planning and budget development and management, how to use social media effectively, program evaluation, facility planning and management, and much more. The Enhanced Pearson eText features embedded videos and assessments. **Improve mastery and retention with the Enhanced Pearson eText***

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