



Child Care Administrator's Credential Fact Sheet

The **early childhood management institute (ecmi)** has been designed for the new *or* experienced child care director interested in acquiring or enhancing management skills. Upon completion of this exciting **6-day**, 50-hour program, participants are eligible to receive a Child Care Administrator's Credential.

The Child Care Administrator's Credential is *recognized by the Department of Family and Protective Services Child Care Licensing Division as meeting criteria established in PRS Rules, 40 TAC Rules 745.9101 – 745.9161 for a Day Care Administrator's Credential Program.*

* * * * **Upcoming Session** * * * *

Location: **Texas A&M- Dallas**
Whitehurst Ed. Building
Dallas, TX 75252

Schedule: September 28, 29, 30, 2010
-and October 5, 6, 7, 2010

Time: 8:30 am – 5:30 pm

Registration Deadline: September 17, 2010

Registration Fee: \$525.00 ~ Total amount to be received by September 17, 2010

This ecmi session is made possible in part by support from United Way of Metropolitan Tarrant County and Corporate Champions for early care and education companies that include, Alcon; Bank of America; BNSF Railway Company; City of Arlington; Jetta Operating Company, Inc.; Jose, Henry, Brantley, MacLean & Alvarado, L.L.P.; JP Morgan Chase Bank; Lockheed Martin Aeronautics; Oncor; Pier 1 Imports; Raytheon; Star-Telegram; Target; Texas Instruments; The Beck Group; Wachovia/Wells Fargo; Wortham Insurance and Risk Management; and XTO Energy, Inc.

**For more information or to request an application, call
Lindsay Hopper at (817) 831-2111, Ext. 117, or
Toll Free – 1 (888) 296-2072
E-mail address: ecmi@Campfirefw.org**

*******Future Training Dates*******

Location: **Camp Fire USA**
2700 Meacham Blvd.
Fort Worth, TX 75252

Schedule: November 9, 10, 11, 2010
-and- November 16, 17, 18, 2010

Time: 8:30 am – 5:30 pm

Registration Deadline: Nov. 5, 2010

~~See other side~~

Goal of ecmi: Improve early care and education programs in the State of Texas.

Objectives:

1. To provide a comprehensive administrative training program in which an administrator's credential is awarded.
2. To develop well-qualified, trained, and experienced individuals who have the necessary administrative, educational, and technical skills to direct a center or school.
3. To make available a formal process by which individuals can document the experience and acquire the knowledge required to meet the Minimum Standards for Directors as mandated by the Department of Family and Protective Services.
4. To encourage individual growth and development in all aspects of management and operations, to improve and provide the highest possible quality of programs for young children.
5. To promote professionalism in the field of early care and education administration.

Participants: Participants must be at least 21 years of age, have a high school diploma or equivalent, and submit a completed application that is available from **ecmi**.

Instruction: Classes are taught by Camp Fire USA First Texas Council staff trainers.

Materials: Course manual is provided.

Cost: The fee is **\$525**. Payment may be made by check, money order, or credit card (Visa, MasterCard, or American Express). Payment may be paid in two (2) installments; **1st installment is \$265 and the 2nd installment is \$260, total fee must be received ten (10) working days prior to class starting date.**

Credentialing: A Child Care Administrator Credential, valid for 3 years, will be issued by the Early Childhood Management Institute (**ecmi**) to the participant when the following standards have been met:

1. Successful completion within two (2) years of all six (6) components of **ecmi**'s training for directors.
2. Successful completion of a comprehensive examination. (70% accuracy)
3. Documentation of *current* Standard First Aid certificate and Cardiopulmonary Resuscitation (CPR) certificate, and a High School diploma or equivalent.

Renewal: Renewal of the Credential for an additional 3 years will be issued by **ecmi** after the following have been met:

- 90 clock hours of approved training over 3-year period from date of original credential.
- Payment of renewal fee.

Website: Applications also available at www.campfirefw.org

The Early Childhood Management Institute (**ecmi**) was developed and is administered by Camp Fire USA First Texas Council located at 2700 Meacham Blvd. Fort Worth, TX 76137-4699.





Module Descriptions

Administration –	36 hours
Child Development -	<u>14 hours</u>
	50 hours

Module 1. Administration

The Roles of the Director ♦ Mission Statement ♦ Growing a Vision ♦ Decision Making ♦ Budgets ♦ Tuition Policies ♦ Determining Salaries ♦ Scheduling Staff ♦ Boosting Revenues ♦ Stress Management ♦ Time Management ♦ Professional Development

Module 2 – Minimum Standards and Legal Issues

Framework for Legal Issues ♦ Minimum Standards ♦ Supervision ♦ Abuse/Neglect ♦ Types of Ownership ♦ Policies and Procedures ♦ Record Keeping ♦ Risk Management ♦ Insurance

Module 3 – Staff Relations

Managing the Mission ♦ Personnel Policies and Procedures ♦ Employing Staff ♦ Supporting Staff ♦ Delegating Responsibility ♦ Conflict Resolution ♦ Retention/Motivation ♦ Dismissal ♦ Homework

Module 4 – Child Development

Elements of High-Quality Programs ♦ Word Pictures ♦ Adult-Child Interactions ♦ Role of Caregivers ♦ Appropriate Activities ♦ Environment/Learning Centers ♦ Schedules ♦ Transition Tips ♦ Activity Plans ♦ Guidance ♦ Safety ♦ Health ♦ Food and Nutrition

Module 5 – Partnerships with Parents

Family-Centered Child Care ♦ Building Partnerships with Parents ♦ Communication ♦ Community Resources ♦ Family Services ♦ Outcomes of Family-Centered Child Care

Module 6 – Code of Ethics

Code of Ethics – Review of the NAEYC Code of Ethical Conduct and ways to apply it in daily professional practices with children, families, colleagues and the community.