

## ADMINISTRATION



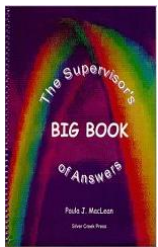
**Book:** Responsibility and Accountability - What Community-Based Programs Need to Know

**By:** Unknown

**Edition:** 2002

**Summary:** *“Family support programs are community-based organizations working with children, families, and caregivers to enhance strengths, to build capacities and to promote healthy development. Family support programs deliver a range of services guided by principles that focus on building supportive relationships, facilitating growth, respecting diversity and furthering community development”*

Family support programs, like other community-based not-for-profits, are faced with a variety of uncertainties and challenges. These uncertainties can take many forms and can sometimes threaten the well-being of the organization. This tool kit has been designed to assist family support programs in developing sound operating practices that will help them to minimize many of these challenges and will contribute to the overall health of their organization.

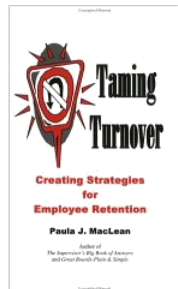


**Book:** The Supervisors Big Book of Answers

**Author:** Paula J. MacLean

**Edition:** 1999

**Summary:** If you are a supervisor, you'll find hundreds of great strategies in this book! The Supervisor's Big Book of Answers was written for line-level and mid-level supervisors, especially in human service organizations. It contains easy to read, practical and up to date advice on dozens of topics.



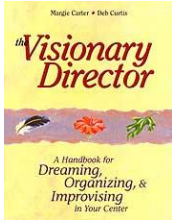
**Book:** Taming Turnover: Creating Strategies for Employee Retention

**Author:** Paula J. MacLean

**Edition:** 2001

**Summary:** Taming Turnover - Creating Strategies for Employee Retention is a practical book loaded with step-by-step guidance to help your organization keep its most valuable asset - its employees.

Research has shown there are more than thirty organizational factors that influence employees' decisions to stay in their jobs. Managers and supervisors play essential roles in implementing strategies to influence these factors and improve employee retention. What people are paid is only part of the picture. In Taming Turnover you'll discover more than 50 specific and creative approaches to help you develop a quality workplace that attracts and retains talented and skilled people. Paula's first book, The Supervisor's Big Book of Answers, is widely recognized as an essential reference for both supervisors and managers. Her third book, Great Boards—Plain & Simple, is a must-read for non-profit boards of directors and managers.

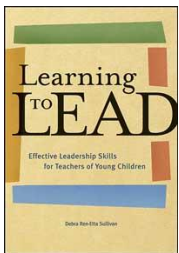


**Book:** The Visionary Director: A Handbook for Dreaming, Organizing, and Improvising in Your Center

**Author:** Margie Carter and Deb Curtis

**Edition:** 1998

**Summary:** The Visionary Director is an inspiring and practical guide to creating a larger vision in early care and education. It offers a concrete framework for organizing an early childhood director's thoughts and work. Chapters cover cultivating a vision, principles, and strategies for mentoring, and building a learning community for adults and children. The Visionary Director will inspire directors to have bigger dreams for the role their programs can play in reshaping the communities where they reside.

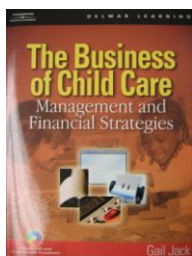


**Book:** Learning to Lead: Effective Leadership Skills for Teachers of Young Children

**Author:** Debra Ren-Etta Sullivan

**Edition:** 2003

**Summary:** Everyone who works with children is a teacher and a leader! Written for early childhood teachers at all levels, *Learning to Lead* combines accessible leadership theory and practice with important topics and issues such as human development, diversity, anti-bias, work with families, and social change. Each chapter is built around a combination of theories, examples, and reflection questions—all designed to prompt self-evaluation and personal leadership development—and ends with a vignette that puts some of the ideas into action. Ideal for educators in centers, family child care, preschool, school-age care, or any other work environment involving children.



**Book:** The Business of Child Care: Management and Financial Strategies

**Author:** Gail H. Jack

**Edition:** 2005

**Summary:** Child care administrators and early child care professionals will greatly value the business skills detailed in the Business of Child Care: Management and Financial Strategies. With the particular focus on managing enrollment, recruiting and retaining staff, budgeting, financial record keeping, and decision making, this book details the critical business elements needed to run a child care center as a financially stable enterprise. The reader will learn how to successfully complete business tasks more quickly and accurately, with greater understanding and more enjoyment, by focusing on the most important tasks of an administrator. The accompanying CD-ROM offers easy to follow financial spreadsheets that can be implemented in any child care setting.

# ARCQE Resource Library



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**Book:** The Art of Leadership: Managing Early Childhood Organizations

**By:** Bonnie and Roger Neugebauer

**Edition:** Unknown

**Summary:** Chapters include: leadership, organizational management, financial management, personnel management, program development, community relations, and resources for directors.

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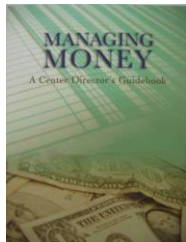


**Book:** 250 Management Success Stories From Child Care Center Directors

**By:** Child Care Information Exchange

**Edition:** Unknown

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**Book:** Managing Money

**By:** Exchange Press

**Edition:** Unknown

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**Book:** Director's Toolbox: Leadership in Action How Effective Directors Get Things Done

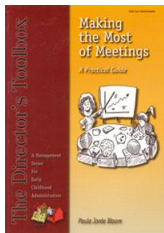
**Author:** Paula Jorde Bloom

**Edition:** Unknown

**Summary:** Leadership begins in the head and heart. It is a way of thinking about yourself and the vital role you play in your early childhood program. This book dispels the myth that there is one best leadership style that all directors should emulate. It will help you understand the subtle but important distinction between leadership as a role and leadership as a set of skills and competencies that can be supported and nurtured at all levels of the organization. Filled with practical suggestions and lively examples from high-performing directors, you'll learn how you can create and sustain a compelling vision for your program that transforms your center into a vibrant and engaging learning

## Leadership in Action will help you...

- Assess your unique leadership style
  - Understand the values and beliefs that shape your leadership behavior
  - Increase shared commitment to your center's goals
  - Make action plans that get implemented
  - Instill leadership capacity at all levels of the organization
  - Solve organizational issues in a collegial and non confrontational way
  - Ensure a smooth transition for your successor
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**Book:** Director's Toolbox: Making the Most of Meetings: A Practical Guide

**Author:** Paula Jorde Bloom

**Edition:** 2002

**Summary:** Meetings are essential in holding early childhood organizations together. This practical guide helps to support leaders in early childhood services to ensure that meetings are effective, engaging, and productive. Includes ways to ensure meetings are fun and allow opportunities for staff development.

*Making the Most of Meetings* will help you:

- craft a well-designed agenda;
  - engage participants in lively, substantive discussion;
  - increase interpersonal understanding among participants;
  - solve problems in a collegial way;
  - make action plans that get implemented;
  - build a more productive work team; and
  - Increase shared commitment to your center's goals.
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**Book:** Director's Toolbox: The Right Fit Recruiting, Selecting, and Orienting Staff

**Author:** Paula Jorde Bloom

**Edition:** Unknown

**Summary:** Well-trained and experienced staff is the key to early childhood program quality and healthy child development. Yet, every director knows that finding those teachers is a huge challenge. Skills in recruitment, interviewing, screening, selecting, and orienting new teachers are ones that every director

needs. This book breaks down the recruitment, selection, and orientation processes into manageable components and suggests practical and effective techniques to help you find teachers with the right fit for your program's particular needs.

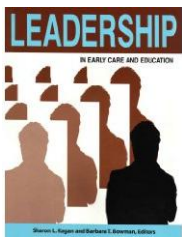
**The Right Fit** will help you...

- design a recruitment plan so you are always prepared when turnover occurs
- position your program to get numerous applicants to consider for vacant positions
- determine criteria to maximize the "fit" between individuals, the job, and the center

# ARCQE Resource Library



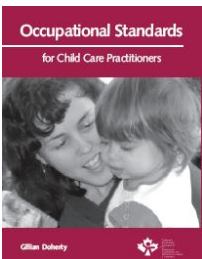
- choose an interview plan that will work
  - involve other teachers in the hiring process
  - select the right person from the applicant pool
  - orient new staff right from the start
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**Book:** Leadership in Early Care and Education  
**Author:** Sharon L. Kagan and Barbara T. Bowman  
**Edition:** 1997

**Summary:** Section 1 of this volume defines leadership from two perspectives. Sharon L. Kagan and Barbara T. Bowman, in chapter 1, provide an opening discussion of the new nature of leadership in early care and education, focusing on current challenges. Ideas about how to address the challenges are presented, as in the salience of the issue for the new century. In chapter 2 Gwen Morgan reviews the history of leadership development in and outside the field, presenting implications of historical efforts for contemporary practice. Section 2 represents a broadened framework for considering leadership. IT expands conventional notions of leadership as management or administration, suggesting that leadership in early care and education actually has many functions or parts.

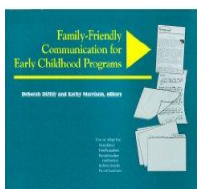
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**Book:** Occupational Standards for Child Care Administrators  
**Prepared For:** Child Care Human Resources Sector Council  
**Edition:** Unknown

**Summary:** Occupational Standards describe what a person in a particular occupation must know and be able to do to be considered “capable” in the occupation. In general, “capable” means that a person has the level of skills and knowledge required to do a job safely and properly. These occupational standards are intended for directors, supervisors, administrators, managers, and lead or head educators working in an early childhood education and care environment. They apply to any child care administrator who is responsible for the operation of an early childhood education and care program for children 0-12.

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**Book:** Family-Friendly Communication for Early Childhood Programs  
**Editors:** Deborah Diffily and Kathy Morrison  
**Edition:** 1996

**Summary:** As early childhood educators, we all know the value of communicating with families. But developing clear, readable messages for parents is difficult - and time-consuming! This practical book puts into your hands engaging messages on topics ranging from biting to the role of play. Pop them into your newsletter, put them on the family bulletin board, include them in a parent packet - the list of possibilities goes on.

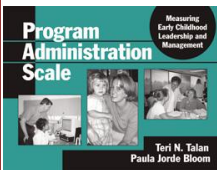


**Book:** Diversity Education for Change: A Guide to Planning and Management

**Author:** Jennifer Adkins

**Edition:** 2004

**Summary:** This guide builds on the questions, suggestions, and learning we have collected through our experience as trainers and facilitators. It also contains eight tools to help your group be successful in your diversity education work. The tools can be used by individuals as a quick reference, but they work best when they are used to guide a group discussion. These tools are designed to help you plan, monitor, evaluate, and report on your project. They represent one approach to project planning and management.

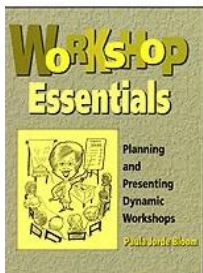


**Book:** Program Administration Scale: Measuring Early Childhood Leadership and Management

**Author:** Teri N. Talan, Paula Jorde Bloom

**Edition:** 2004

**Summary:** Research consistently finds that high-quality administrative practices are crucial for ensuring beneficial results for children and families. Without systems in place at the organizational level, supportive teacher-child interactions and stimulating learning environments at the classroom level cannot be achieved or sustained. The genesis for the development of the Program Administration Scale (PAS) was the growing consensus that the quality of early childhood programs should be determined by more than just the classroom learning environment. This valuable tool incorporates data obtained through interview or self-report, document review, and observation to reliably measure the administrative practices of an early childhood program. The PAS includes 25 items clustered in 10 subscales, which measure both leadership and management functions of center-based early care and education programs. The PAS can be used in multiple ways: program self-improvement, technical assistance and monitoring, research and evaluation, and public awareness.



**Book:** Workshop Essentials Planning and Presenting Dynamic Workshops

**Author:** Paula Jorde Bloom

**Edition:** 2000

**Summary:** If you are a novice at presenting workshops, you'll find Workshop Essentials an indispensable resource to get you started. It'll help you gain the confidence you need to communicate your ideas with conviction, control, and poise. You'll learn how to organize your ideas, set up the learning environment, and deal with anxiety. If you are a seasoned trainer, the tips and techniques in Workshop Essentials will help you sharpen your presentation skills so you can

respond to the subtle cues in your participants' expressions, questions, and responses. You'll learn how to anchor your message in the hearts and minds of the participants attending your training.

Workshop Essentials will help you...

- Tailor your training to the needs of adult learners
- Set up the physical environment to support learning
- Establish and maintain rapport
- Communicate with clarity
- Add spontaneity and humor to your presentations
- Create eye-catching visuals
- Handle challenging situations
- Evaluate the effectiveness of your training

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**Booklet:** Enhancing Quality from a Leadership Perspective

**Presented By:** Madalena Coutinho

**Edition:** Unknown

**Summary:** This workshop focuses on the important role of the leader as a catalyst for quality - how to strive for it and obtain long term sustainable results. It will focus on the different roles that enable childcare leaders to sustain a high-trust, high performance culture rooted in effectiveness. Objects include understanding leadership development and how to transfer your leadership skills to a number of situations and circumstances, learning about the role of empowerment in the leadership process, and learning about your own role in facilitating the leadership development of others.

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**Article:** Employee Health and Safety Induction Checklist

**By:** Unknown

**Edition:** Unknown

**Summary:** Includes position, emergency and first aid procedures, and date completed.

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**Article:** Documentation of Caregiver Orientation - for Caregivers, Substitutes, and Volunteers in Child Care Centres

**By:** Unknown

**Edition:** Unknown

**Summary:** Includes name of caregiver, orientation requirements, date completed, and date of orientation.

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**Article:** Training Log

**By:** Unknown

**Edition:** Unknown

**Summary:** Includes date, required area, training description, trainer name and organization, and hours.

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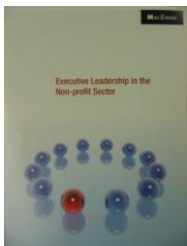
**Article:** Employee - Handbook and Child Guidance Agreement

**By:** Unknown

**Edition:** Unknown

**Summary:** An agreement that states that if employee fails to follow all parts and components of the Centre Employee Handbook and the Centre Child Guidance Policy they will be terminated.

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**Portfolio:** Executive Leadership in the Non-Profit Sector

**By:** Grant MacEwan

**Edition:** Unknown

**Summary:** Includes program details, course lists, credits, and prices.

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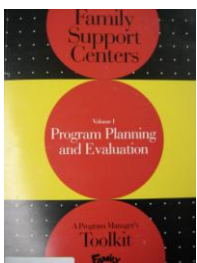
**Book:** Family Support Centers: Volume II - Managing Ongoing Operations

**By:** Family Support America

**Edition:** 2000

**Summary:** *“Family support centers believe that the best and most cost-effective way to help children succeed is to help those nurturing them and become better teachers, role models, protectors, and providers. Family support centers help all family members achieve their goals and build on the love they have for one another; and they provide opportunities for families to build reciprocal, helping relationships with neighbors.”* Includes information on Staffing your center, creating an optimal space, budgeting and financial management, fundraising, organizational structure, and finding the path.

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**Book:** Family Support Centers: Volume I - Program Planning and Evaluation

**By:** Family Support America

**Edition:** 2000

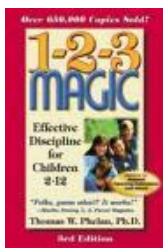
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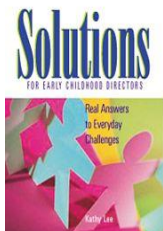
**Book:** Family Support Centers: Volume III - The Power of Partnership  
**By:** Family Support America  
**Edition:** 2000  
**Summary:** Includes information on family involvement and leadership, collaborating in your community and beyond, respecting and strengthening culture, and outreach and communications.



**CD-ROM:** Guidelines for Family Support Practice  
**By:** Family Support America  
**Edition:** Unknown



**Book:** 1-2-3 Magic: Effective Discipline for Children 2-12  
**Author:** Thomas W. Phelan  
**Edition:** 2003  
**Summary:** It's not easy being a parent. You want kids who listen and children you can enjoy. You want to raise happy and competent youngsters, but you don't have a lot of free time to read discipline and parenting books. You also don't need advice that requires you to be a saint, genius, or professional psychologist



**Book:** Solutions for Early Childhood Directors  
**Author:** Kathy Lee  
**Edition:** Unknown  
**Summary:** This book provides real-world answers for directors who work in the challenging and rewarding field of early childhood education. Kathy Lee's extensive personal experience as a director and her years of training teachers and directors provide practical solutions to the problems that arise every day. She addresses key issues such as training staff, handling discipline, dealing with parents, and creating partnerships in the community. For anyone who is a director or intends to become a director, this book is the ultimate "can't-do-without-it" survival guide.



**Binder:** Business Plan guide  
**By:** Unknown  
**Summary:** There are 4 sections in this binder that include: Agency Information, Governance Information, Business, and Operations, Marketing and fund development.

# ARCQE Resource Library



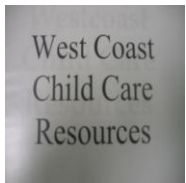
**Binder:** Connections - Winter 2008, Volume 18, Number 3  
**By:** Resource Centre for Volunteer Organization

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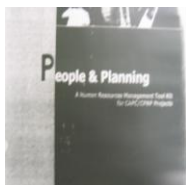
**Binder:** Orientation Manual  
**By:** Unknown  
**Summary:** This binder includes agency information, provincial and regional regulations and best practice standards, general program information, strengthening the early childhood settings through S.P.I.C.E, and professional development.

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**Binder:** West Coast Child Care Resources  
**By:** Westcoast Child Care Centre

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**Binder:** People and Planning  
**By:** The Pas Family Resource Centre, Inc

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**Binder:** An Administration Manual for Non-Profit Child Care in B.C.  
**By:** Westcoast Child Care Resource Centre  
**Summary:** This guide has been produced to help non-profit organizations that operate child care programs. If you are on the board of directors or parent advisory committee of such an organization, or if you are an administrator, executive director or senior child care staff member responsible for the day-to-day operations of a program, this guide is intended for you.