

Applications now being accepted for Fall 2011

**Mount Saint Vincent University
Department of Child and Youth Study**

Early Childhood Administrator Continuing Education Certificate Course

Are you an early learning & childcare program Administrator or Educator?

Are you looking to develop your leadership skills, knowledge & competency in the essential elements of administering & managing early learning & care programs?

Applications are now being accepted for the Early Childhood Administrator Continuing Education Certificate Course, starting in September 2011.

This 8 month, hands-on Continuing Education Certificate Course will encourage participants to build on & apply learning & skills acquired to the administration of early childhood programs. You will develop competence & confidence in leadership & management training, & apply these skills to build capacity in your organizations & in your employees. Participants will engage in individual & group work, discussion & debate, & share information & resources to support each others' learning. Through a mix of lectures & presentations, including expertise from university professors & consultants, participants will learn to become more effective leaders & administrators of early care & education programs to improve the quality of services available to the children & their families.

For two days per month (Friday & Saturday, 9am-4pm) from September through April, participants will develop their skills & apply their learning through direct, workplace based assignments. You will learn, & expand on the skills necessary to expand your managerial & leadership potential.

Participants will be lead through various aspects of running a successful early childhood program. Modules will include: *Management & Leadership Skills for the Early Childhood Administrator, Managerial Communication, Human Resource Management, ECE Policy Development, Financial Management, Marketing Child Care Programs, Advocacy & Professionalism, Strategic Planning & Risk Management, ECE Curriculum Design, Implementation & Evaluation, & Facilities & Operations Management.*

Tuition is \$500 plus \$100 for course materials. A Continuing Education Certificate will be awarded upon successful completion of the course.

Enrolment is limited.

Priority consideration will be given to those currently in administrative roles in an Early Childhood facility.

This course qualifies for the Nova Scotia Department of Community Services reimbursement Continuing Education Program.

For more information on eligibility & requirements, please visit the DCS website:

<http://www.gov.ns.ca/coms/families/provider/RecruitmentRetention.html>

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**Tentative Schedule
EARLY CHILDHOOD ADMINISTRATOR
CONTINUING EDUCATION CERTIFICATE COURSE 2011/2012**

Orientation Reception
Wednesday, September 14, 2011

Full days on Friday and Saturday (9am-4 pm)

2011

Friday, September 23, 2011	Management & Leadership
Saturday, September 24, 2011	Management & Leadership
Friday, October 28, 2011	Managerial Communication Part A
Saturday, October 29, 2011	Managerial Communication Part B
Friday, November 18, 2011	Human Resource Management
Saturday, November 19, 2011	Human Resource Management
Friday, December 9, 2011	Policy Development
Saturday, December 10, 2011	Computer Applications

2012

Friday, January 20, 2012	Financial Management Part A
Saturday, January 21, 2012	Financial Management Part B
Friday, February 24, 2012	Marketing
Saturday, February 25, 2012	Risk Management
Friday, March 23, 2012	Strategic Planning
Saturday, March 24, 2012	Curriculum Design, Implementation & Evaluation
Friday, April 20, 2012	Advocacy & Professionalism
Saturday, April 21, 2012	Leadership

May 2012 Presentation of Certificates TBA

For more information, please contact:
Rhonda Rees, Professional Development Coordinator
Department of Child & Youth Study
Mount Saint Vincent University
Tel: (902) 457-6313
rhonda.rees@msvu.ca

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APPLICATION FORM:
EARLY CHILDHOOD ADMINISTRATOR
CONTINUING EDUCATION CERTIFICATE COURSE 2011/2012
(September 2011 – April 2012)

Name of Applicant: _____
(First) (Middle) (Last)

Home Address: _____

Postal Code: _____ Telephone: _____ e-mail: (Home) _____

Present position/job title _____

Organization Name: _____

Organization Address: _____

Work Telephone: _____ e-mail: (Work) _____

Number of years in present position: _____ years

Years of Management experience: _____ years

Education: *Please indicate highest overall level of education:*

Institution/School: _____ Year Graduated: _____

Certificate, Diploma or Degree (please be specific) in: _____

Please indicate highest level of education in Early Childhood (if different from above):

Institution/School: _____ Year Graduated: _____

Certificate, Diploma or Degree (please be specific) in: _____

Along with this application form, please submit a short letter of intent ~ up to one typed page:

Briefly tell us about yourself and your present position and what it entails, why you have chosen to apply for the *Early Childhood Administrator Continuing Education Certificate Course*, including a brief description of your goals and expectations.

Applicants not presently in an administrative position must also submit a letter of reference from their organization or Executive Director.

Applicant Signature: _____ Date: _____

Course Cost: \$500 plus \$100 for course materials.

Payment Schedule:

Deposit Fee: \$100.00 *This fee must accompany all applications for the course.*

Remaining Balance: For successful applicants, the remaining balance of \$500 (course fees plus materials) may be made in two installments of \$250 each by post-dated cheques dated September 2, 2011 and November 25, 2011. *Both post dated cheques must be received on or before Friday September 2, 2011 by the Professional Development Coordinator.*

PLEASE NOTE:

Spaces are limited so please get your registration in early.

Priority will be given to applicants presently holding an Administration position

In the event that your application is not accepted for 2011-2012, the full deposit will be returned

Refunds: A refund for the *course costs only* (less \$50 administrative charge) is provided up to seven (7) calendar days prior to the start date of the course.

All other withdrawals are non refundable.

For Inquiries or Questions, please contact:

Rhonda Rees at (902) 457-6313 rhonda.rees@msvu.ca

166 Bedford Highway

Halifax, NS B3M 2J6

Please make cheque/money order payable to: *Mount Saint Vincent University*

Please return completed application, letter of intent, letter of reference (if applicable- see above) along with \$100 deposit towards course fee to:

Attn: Rhonda Rees
Department of Child and Youth Study
Mount Saint Vincent University
166 Bedford Highway
Halifax, Nova Scotia B3M 2J6

Deposit must accompany application form.