* Please note: this is a compilation of the initial resources originally compiled during the development of The Registry Administrator Credential. The Registry does not supply these materials and instructors are responsible for locating these books and articles. Some of these materials may be a challenge to locate. Books and materials are available from the Child Care Information Center, in campus and community libraries, and through interlibrary loan. Instructors are welcome to use other materials that will enhance the curriculum. Updated suggestions for materials have been embedded within the course curriculum.
Compiled by Chip Donohue, PhD

UWM Credential Programs for Child Care Administrators
Required Readings / Readings on eReserve for Online Courses

Required Readings for Course One – Administration & Supervision in Early Childhood Programs

Introduction to Administration/Supervision in Early Childhood Programs


Quality in Early Care and Education


The Administrator is the Key to Quality: Competencies, Roles & Responsibilities

The In-Basket Task (Gwen Morgan, Wheelock College)

Management and Leadership: Issues of Style & Effectiveness


The Role of Policy in Program Quality

Working with Staff to Achieve Quality: Issues in Personnel Management
Tom's Case (Advanced Seminars in Child Care Administration. The Child Care Organization: The Human Side of Management – from Gwen Morgan, Wheelock College)

Working with Parents: Building Relationships & Promoting Partnerships

The University Child Development Center (from Gwen Morgan, Wheelock College)

Working with Parents: Moving from Child-Centered to Family-Centered Care

**A Career in Child Care: Next Steps in Your Professional Development**

Required Readings for Course 2 – Operations Management in Early Childhood Programs

What Are Systems?
What Is Systems Thinking?
The Director as a Key to Quality
The Well Director
28 Fun Ideas to Motivate Your Staff
Need a Barometer for Assessing the Climate of Your Center?
Looking at the Quality of Early Childhood Programs
Making Classrooms Work for Children and Adults
Early Childhood Safety Checklist #5
What's Going On Out Here? An Evaluation Tool for Your Playground
Using Your Senses to Adapt Environments: Checklist for an Accessible Environment
Evaluating the Child Care Center Director
Evaluating the Child Care Director: The Collaborative Professional Assessment Process
Compiled by Chip Donohue, PhD

UWM Credential Programs for Child Care Administrators
Required Readings / Readings on eReserve for Online Courses

Required Readings for Course 3 – Financial Management and Planning in Early Childhood Programs

Child Care Administrative Software

To Profit or Not to Profit: That is the Tough Question
Center Size and Center Performance. Do Smaller Centers Deliver Highest Quality?
State-of-the-Art Thinking on Parent Fee Policies

Is your Salary Schedule up to Speed?
Guidelines for Fine Tuning your Salary Schedule
The Fair Labor Standards Act and the Child Care Industry
Nine Steps to Headache-Free Fee Collection

Preparing and Using Monthly Financial Reports

How to Perform Cash Flow Analysis
Managing Money As If Your Center Depended Upon It
Compete or Die! Part I
Compete or Die! Part II
Required Readings for Course 4 – Early Childhood Programs and the External Environment

Focus on...Strategic Planning and Collaboration
- Strategic Management: A Stakeholder Approach
- How to Develop a Strategic Plan
- Marketing Jack and Jill

Focus on...Quality, Compensation and the Trilemma
- Licensing and Accreditation: How Much Quality is Quality?

Focus on...Marketing Your Program and Services
- The Center Will Sell Itself...and Other Child Care Marketing Myths
- Marketing When Your Creativity is High and Your Budget is Low
- Save the Best Till Last: Retaining Enrollment Through Exceptional Customer Service

Focus on...Grantseeking, Grantwriting and Fundraising
- Grant Writing Mini-Workshop
- Getting Grant Money: How to Connect
- Proposal Checklist and Evaluation Form
- Where Proposals Fail
- When Opportunity Knocks, Will You Be Prepared

Focus on...Family and Community Contexts / Child Abuse Prevention Issues
- Child Abuse Prevention Issues for Child Care Professionals
- Prevention Programs for Child Sexual Abuse: Cause for Concern?

Focus on...Research, Public Policy and Advocacy
- Policy and Policy Making for Infants, Toddlers, and Their Families: A Primer for Practitioners
- Advocacy for Children and Families: It's All About Relationships
Best Practices...Defining Quality and Identifying “Best Practices”

Katz, L. Multiple Perspectives on the Quality of Early Childhood Programs. ERIC Digest, EDO-PS-93-2.

Best Practices...Supporting Healthy Child Development

Minnesota Association for the Education of Young Children. (n.d.). Developmentally Appropriate Guidance of Young Children. MNAEYC.

Best Practices...Focusing on the Family

Boston, MA: Work Family Directions.

Best Practices...Honoring Diversity


Best Practices...Welcoming ALL Children

Best Practices...Creating Empowering Places & Spaces


Best Practices...Understanding and Implementing Research


Best Practices...Providing Training & Professional Development

Alexander, N. P. (1999, November). Understanding Adults as Learners: Guidelines for Providing Effective Training Opportunities. Child Care Information Exchange, pp. 82-84
Required Readings for Course 6 – Leadership in Early Childhood Programs

The Whole Administrator: Reflective Practice for Leaders


Leadership: The Administrator’s Impact on Quality


Leadership Style, Shared Decision Making and Setting the Vision

Broussard (1992, January). Are you a Codependent Director?
Kurtz (1991, January/February). Stabilizer, Catalyst, Troubleshooter, or Visionary – Which are you?

The Change Process: The Administrator as Change Agent

Instructor Resources

The following is a list of resources for instructors. The Registry does not supply these materials and instructors are responsible for locating these books and articles.

Books and materials are available from the Child Care Information Center, in campus and community libraries, and through interlibrary loan.

Resource assistance is available from:
The Registry (608) 222-1123
Email: registry@the-registry.org
Web site: www.the-registry.org


Bellm, D. & Whitebook, M. *A Good Sub is Hard To Find: Recruiting and Retaining Temporary Staff for Child Care Programs*. Washington D.C.: Center for Child Care Workforce.


Bredekamp, S. and B.A. Willer (Eds.), *NAEYC Accreditation: A Decade of Learning & the Years Ahead* (pp 129-138).


Fund for Instructional Improvement of the California community college’s Chancellor’s Office (1996) *Race, Class, Culture, Language: A Deeper Context for Early Childhood Education.* Santa Barbara, CA.

Gallagher, P C. (1994). *So You Want to Open a Profitable Day Care Center: Everything you Need to Know to Plan, Organize and Implement a Successful Program.* Worcester, PA: Young Sparrow Press.


Katz, L. *Multiple Perspectives on the Quality of Early Childhood Programs.* ERIC Digest, EDO-PS-93-2.


Morgan, G. (2000). *The Director is the Key to Quality.* In M. Culkin (Ed.) *Managing Quality in Young Children’s Programs: The Leader’s Role* (pp. 40-58).

New York : Teachers Quality Press


Travis, N., & Perreault, J. (1980). Day Care Financial Management. Considerations in Starting a For-Profit or Not-for-Profit Program. Atlanta: Save the Children Child Care Support Center.
Wisconsin Child Care Improvement Project. (1986). *Child Care Administration Series*. Madison, WI: Author.


ADDITIONAL RESOURCES

National Institute on Out of School Time
Wellesley College Center for Research on Women
Wellesley, MA 02181

Center for Child Care Workforce
733 15th St. NW, Suite 800
Washington, DC 20009
1-800-URWORTHY

Teacher’s College Press
1-800-575-6566

National Association For the Education of Young Children (NAEYC)
1509 16th Street NW
Washington, DC 20036
1-800-424-2460

Child Care Information Exchange
PO Box 2890
Redmond, WA 98073
1-800-221-2864

The Ewing Marion Kauffman Foundation
The Pew Charitable Trusts
1-215-575-4802

Redleaf Press
1-800-423-8309

School Age Notes
PO Box 40205
Nashville, TN 37204
615-242-8464

Wisconsin Child Care Information Center
1-800-362-7353 or (608) 224-5388