

Complete and forward this form to:  
NWTC—Donna Meves  
2740 W. Mason St., PO Box 19042  
Green Bay, WI 54307-9042

Last, First Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, St., Zip \_\_\_\_\_  
Phone Day ( ) \_\_\_\_\_  
Eve. ( ) \_\_\_\_\_  
Name of last high school attended:  
\_\_\_\_\_ State \_\_\_\_\_

Did you graduate?  
Yes \_\_\_\_\_ No \_\_\_\_\_ Year \_\_\_\_\_  
GED \_\_\_\_\_ HSED \_\_\_\_\_ Year \_\_\_\_\_

Student Number \_\_\_\_\_  
National ID Number \_\_\_\_\_  
Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

I am a legal resident of: \_\_\_\_\_  
City/Village/Township  
Circle One

Name of high school district and city  
you now reside in:  
District/City \_\_\_\_\_  
Semester you wish to begin: Circle One  
Fall Spring Summer Year

Certificate Choice:  
Child Care Administration  
Certificate Number: 90-307-1  
Campus Location \_\_\_\_\_

*I certify that the information on this enrollment form  
is true and complete to the best of my knowledge.*

Signature \_\_\_\_\_  
Date \_\_\_\_\_

### Fall 2008

#### Child Care-Operations Management Accelerated (face to face)

Catalog # 10-307-162 \*Fee \$313.90  
Class # 83723  
Class Meets: 09/19, 10/03, 10/17, 11/07, 11/21  
Fridays 9:00am-4:00pm Green Bay Campus

### Spring 2009

#### Child Care-Financial Management Catalog # 10-307-161 To Be Determined

# Child Care Administration Certificate

**Fall 2008**  
Open Registration Begins  
June 4, 2008

**Spring 2009**  
Open Registration Begins  
November 25, 2008

NWTC Early Childhood Web site:  
<http://www.nwtc.edu/Programs/EarlyChildhood>

\*Fees do not include books or supplies. Fees are based on tuition for the 2008-2009 school year and are subject to change. Online classes will be assessed an additional fee of \$10.00 per credit.

If you are working in a certified or licensed family child care or licensed group child care setting and are interested in learning more about scholarship options, call TEACH at (800) 783-9322 Ext 7240.

The **Child Care Administration Certificate** prepares participants with administrative and supervisory skills needed by early child care administrators: roles and responsibilities, financial management and planning, operations management, external factors affecting operation, and best practices for children and families in early childhood programs.

Participants include anyone in the leadership role of center management or in line for a leadership role:

- Directors, Administrators, Coordinators and Supervisors in child care settings
- Family Child Care Providers
- Group Childcare Providers
- Head Start Teachers, School Age Program Providers
- Pre-School/Kindergarten Nursery School Teachers
- Anyone in or considering entering the early child care and education field looking for additional tools, curious about other management styles, or desiring additional professional development.

#### **Requirements for Certificate Entry:**

- This certificate is designed for administrators of child care programs including program directors and program administrators as identified in State licensing rules.

#### **Certificate Completers Will Be Able To:**

- Establish program policies.
- Prepare a financial plan.
- Examine legal issues.
- Implement a teaching and learning system.
- Utilize the community system to address needs of parents, staff, and children.
- Advocate for child care funding.

## **Curriculum**

### **Child Care-Administration/Supervision**

**Catalog # 10-307-160                      3 Credits**

Roles and responsibilities of directors, coordinators, supervisors and other administrators in early childhood programs.

### **Child Care-Operations Management**

**Catalog # 10-307-162                      3 Credits**

Scheduling, staffing, facilities management, equipment acquisition and maintenance, services delivery, recordkeeping, communication.

### **Child Care-Financial Management**

**Catalog # 10-307-161                      3 Credits**

Principles and practices in budget planning and preparation and fiscal management, including hands-on experience with program applications.

### **Child Care-External Environment**

**Catalog # 10-307-163                      3 Credits**

External factors affecting operation of early care and education programs: community child care needs, marketing, laws and regulations, working with government and community agencies, political and societal issues and trends.

### **Child Care-Best Practices**

**Catalog # 10-307-164                      3 Credits**

Establishing and maintaining quality programs based on professional standards and the best available information on child growth and development.

### **Child Care-Administration Seminar**

**Catalog # 10-307-165                      3 Credits**

Culminating experience in the credential course sequence. Individual projects are required with a focus on the integration of program aspects in developing strategic planning for change. **This course must be taken last.**

**It is suggested that these courses be taken in the order listed.**

## **How Do You Get Started?**

Follow these three easy steps and you are on your way!

1. Complete the certificate enrollment form on the back of this brochure. **Enrolling is free.** Mail to: **NWTC  
Attn: Donna Meves  
2740 W. Mason St.  
P.O. Box 19042  
Green Bay, WI 54307-9042**  
We will enter this information into our system so that you can register for classes with ease.
2. Determine which classes you would like to take and the times that work best for you. Call the numbers below for a schedule of classes and the times they are offered.
3. Register for the classes you have selected by calling the registration number below. **Certificate students register early.**

#### **To Register Call:**

(920) 498-5444

Or

Toll Free (800) 422-NWTC, Ext 5444

#### **For more information:**

The Community and Regional Learning  
Services Division

(920) 498-6255

Toll Free (800) 422-NWTC Ext. 6255

Or

Donna Meves, Flexible Learning Manager  
(920) 498-5431

E-mail: [donna.meves@nwtc.edu](mailto:donna.meves@nwtc.edu)