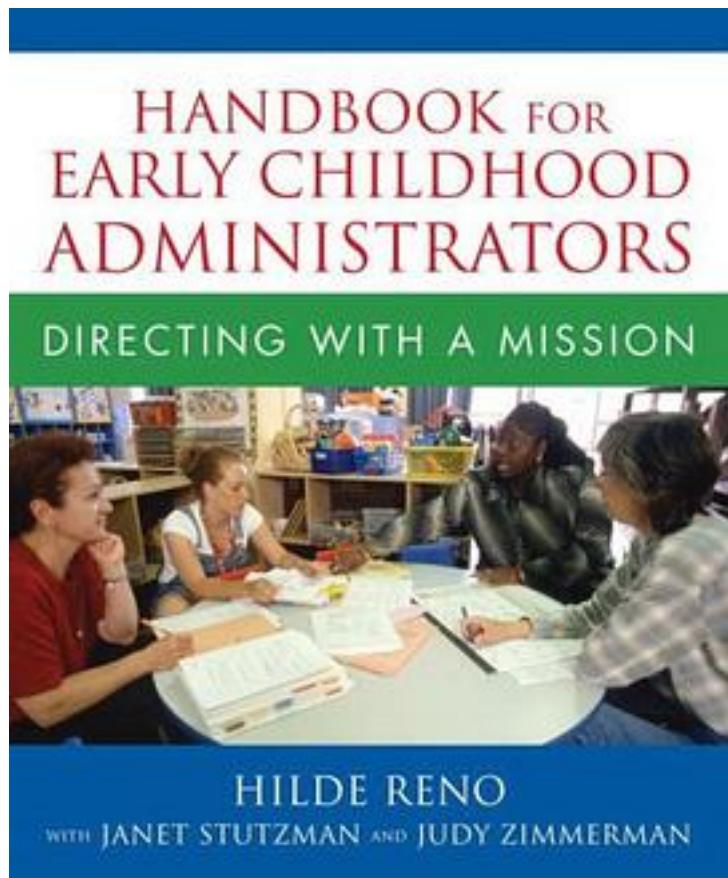


# Handbook for Early Childhood Administrators



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Practical guidance every early childhood administrator needs to successfully direct with a mission! "As a program director of an early childhood program, I find the sample lists and forms provided throughout the text to be very practical and helpful. They can easily be modified to meet the center's needs or copied as they are and utilized in one's program." -Dr. Leighan Rinker, Executive Director Beginnings of Palm Beach

County, Inc. "I would recommend this as a resource for child care center directors and assistant directors, especially for assistant directors who hope to move up the ladder eventually. This text would help administrators see the connection between mission and vision and everything else you do, as well as providing structures for developing and implementing sound business practices...I [also] believe this text would be very appropriate for students taking an administration course ...even if they were not currently directors." -Jill M. Uhlenberg, University of Northern Iowa From Mailman Segal Institute, Dr. Hilde Reno invites future and current early childhood administrators and early education center directors to examine and assess the many duties and responsibilities inherent in successfully managing staff, budgets, and a quality program that conforms to all legal and regulatory requirements. In *Handbook for Early Childhood Administrators: Directing with a Mission*, Dr. Reno walks readers through each management task that is essential to directing with a mission and offers a wealth of helpful support and resources, including forms, documents, recommended readings and websites, and reflective prompts to help all administrators and directors flourish in their positions. What it takes to direct with a mission: \* Includes program evaluation and assessment tools to guide directors and administrators in maintaining high quality services and achieving accreditation and/or quality incentive awards. \* Highlights useful resources and weblinks featuring additional books, articles, documents, and information to aid in successfully operating a child care and education center.

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