



Early Childhood Administration

PLAR Candidate Guide

Prior Learning Assessment and Recognition (PLAR)

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Prior learning credit options at Saskatchewan Polytechnic

See [Get Credit for What you Know](#) for important information about all options to get credit for prior learning at Sask Polytech, including PLAR, transfer credit, Canadian Armed Forces credit, and equivalency credit.

How to navigate this document

This document contains links to other document sections or webpages. To return to where you were from another section in this document, press the *ALT* key and *left arrow* key at the same time. To return to this webpage from another webpage, close the other webpage or click back on the browser tab for this document.

Contents of this guide

This guide contains the following specific PLAR information and tools for this program

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A. PLAR fees

Fees for PLAR challenges are set to cover our costs for consultation, assessment, and related administrative tasks. PLAR fees are non-refundable and non-transferrable.

The PLAR fees policy is subject to change for each new academic year. Please see the **Cost** section on the [PLAR webpage](#) for current fee information.

B. PLAR eligibility and options

To be eligible for PLAR for courses in this program, you must first apply for admission and be accepted into the program. You must also consult with the [PLAR contact person](#) and be approved for PLAR assessment.

Course prerequisites and corequisites

Some courses have one or more other courses that must be completed first (prerequisite) or at the same time (corequisite). See [course outlines](#) in this guide to identify any pre- or co-requisites for each course. Discuss with your [PLAR contact person](#) how to deal with courses with corequisites.

Block assessment

Some programs may assess a cluster of courses together in one block, which may save you time and effort. Ask the [PLAR contact person](#) whether there are any block assessment options in this program.

C. Dates when PLAR assessment is available

PLAR assessment for this program is available from Sept 1 to June 15 in each academic year.

All PLAR assessments must be completed by June 15 of each academic year.

D. Special directions for this program

1. **Review** the [PLAR process and FAQs](#) and the information in this guide.
2. **Self-rate** your learning for each course using the [Course Outlines](#) in this guide.
3. **Consult** with the [PLAR contact person](#) for PLAR approval. Be prepared to provide your resume, course self-ratings (see [section F](#)), and a partially completed [PLAR application](#). If you are approved for PLAR, the contact person will sign your PLAR application and explain next steps.

Apply for admission to the program. See [directions](#) for applying.
4. **Register** for PLAR at [Registration/Enrolment Services](#) once you have signed approval on your [PLAR Application Form](#). The PLAR fee will be added to your student account.
5. **Finalize** an assessment plan with your assigned assessor.
6. **Complete** assessment before your PLAR registration expires.

E. PLAR contact person

Contact one of the Program Heads below to arrange a consultation **after** you have read this guide and [general PLAR information](#) and rated yourself for each course (see next section). Consultation may be by phone, online, or in person. Be prepared to provide your resume, course self-ratings, and a partially completed [PLAR application](#). If agreement is reached to go ahead with PLAR, the contact person will sign approval on your PLAR application and explain the next steps. Admission to the program is required before you can register for PLAR.

Sara Hanson, Program Head (Acting)
School of Education & Community Services
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F. Self-rating course outlines

Clicking on a course code below opens a page where you can rate yourself on the knowledge and skills assessed for PLAR credit. For Arts & Sciences courses, clicking on the course code opens another PLAR guide. The [PLAR contact person](#) for this program will refer you to another person to discuss PLAR for courses delivered by Arts & Sciences or another program/department.

COURSE CODE	COURSE NAME	Delivered by another department/program
ECE 110	Administration of Early Learning Programs	
ECE 111	Facility Operations for Early Learning Programs	
ECE 112	Intervention Strategies for Early Childhood Administration	
ECE 113	Human Resources for Early Childhood Administration	
ECE 114	Bookkeeping for Early Learning Facilities	
ECE 115	Financial Management for Early Childhood Administration	
ECE 116	Leadership Skills in Early Childhood Administration	
Must take 1 of 4 (1of4)		
ADMN 220	Organizational Behaviour	
ECE 117	Managing Multiple Early Learning Sites	
ECE 118	Autism Spectrum Disorder in Early Childhood Administration	
ECE 119	Trauma-Informed Care in Early Childhood Administration	

ECE 110 - Administration of Early Learning Programs

You will identify the role and responsibilities of an administrator of early childhood education. You will apply provincial frameworks and regulations to administrative assignments. You will promote inclusive programming and develop high-level guiding philosophies for an early learning child care centre.

Credit unit(s): 3.0
Prerequisites: none
Corequisites: none
Equivalent course(s): none

<p>Use a checkmark (✓) to rate yourself as follows for each learning outcome</p> <p>Competent: I can apply this outcome without direction or supervision. Learning: I am still learning skills and knowledge to apply this outcome. None: I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Identify the role and responsibilities of the administrator or director.			
2. Apply provincial and national child care frameworks.			
3. Examine Saskatchewan Ministry of Education regulations.			
4. Examine Jordan’s Principle.			
5. Promote inclusivity in programming.			
6. Develop program philosophy, mission statement, vision, and core values.			

ECE 111 - Facility Operations for Early Learning Programs

You will study legal and regulatory requirements of operation a child care facility and apply them to real-world scenarios. You will produce operational policies and procedures and learn to manage daily operations. You will demonstrate enrolment and facilities management and use contemporary evaluation tools to assess operations of existing child care facilities.

Credit unit(s): 3.0
Prerequisites: ECE 110 (concurrent)
Corequisites: none
Equivalent course(s): none

<p>Use a checkmark (✓) to rate yourself as follows for each learning outcome</p> <p>Competent: I can apply this outcome without direction or supervision. Learning: I am still learning skills and knowledge to apply this outcome. None: I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Apply legal and regulatory requirements to facilities operations.			
2. Produce policies and procedures.			
3. Manage daily operations.			
4. Demonstrate enrolment management.			
5. Demonstrate facilities management.			
6. Evaluate child care facilities.			

ECE 112 - Intervention Strategies for Early Childhood Administration

You will examine intervention strategies when working with young children and families. You will demonstrate positive working relationships with a range of stakeholders and de-escalation of potentially stressful situations. You will learn legal obligations and intervention strategies for children and families for issues such as food insecurity, neglect, and abuse.

Credit unit(s): 3.0
Prerequisites: ECE 110 (concurrent)
Corequisites: none
Equivalent course(s): none

Use a checkmark (✓) to rate yourself as follows for each learning outcome		Competent	Learning	None
Competent:	I can apply this outcome without direction or supervision.			
Learning:	I am still learning skills and knowledge to apply this outcome.			
None:	I have no knowledge or experience related to this outcome.			
1.	Examine intervention strategies.			
2.	Demonstrate positive working relationships.			
3.	Demonstrate de-escalation techniques.			
4.	Evaluate intervention strategies with children and families.			

ECE 113 - Human Resources for Early Childhood Administration

You will study legal and ethical considerations for human resources administration in child care centres. You will examine employee recruitment, hiring, orientation, training, and retention. You will examine strategies for discipline and termination standards of professionalism and workplace wellness specific to working with preschool-aged children. You will complete permanent residency processes to support international graduates to maintain employment in the child care sector.

Credit unit(s): 3.0
Prerequisites: ECE 110 (concurrent)
Corequisites: none
Equivalent course(s): none

Use a checkmark (✓) to rate yourself as follows for each learning outcome		Competent	Learning	None
Competent:	I can apply this outcome without direction or supervision.			
Learning:	I am still learning skills and knowledge to apply this outcome.			
None:	I have no knowledge or experience related to this outcome.			
1.	Discuss human rights, labour standards, and union agreements.			
2.	Examine employee recruitment and hiring processes.			
3.	Examine employee orientation, training, and retention.			
4.	Examine discipline and termination.			
5.	Complete permanent residency processes.			
6.	Examine professionalism and workplace wellness.			

ECE 114 - Bookkeeping for Early Learning Facilities

You will study regional accounting regulations and apply them to your assignments. You will operate financial software and perform calculations to balance operational profit and costs. You will learn strategies to manage payroll and government audits.

Credit unit(s): 3.0
Prerequisites: ECE 110 (concurrent)
Corequisites: none
Equivalent course(s): none

<p>Use a checkmark (✓) to rate yourself as follows for each learning outcome</p> <p>Competent: I can apply this outcome without direction or supervision. Learning: I am still learning skills and knowledge to apply this outcome. None: I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Apply federal, provincial, and municipal accounting regulations for early learning centers.			
2. Operate financial software.			
3. Calculate accounts payable and receivable.			
4. Manage payroll.			
5. Manage audits.			

ECE 115 - Financial Management for Early Childhood Administration

You will expand on your bookkeeping knowledge to examine a range of potential revenue sources for child care centres. You will learn to calculate standard expenses and manage a budget for a child care business. You examine strategies for outstanding debt recovery and demonstrate strategic financial planning. You will research and compose a funding proposal for a child care facility.

Credit unit(s): 3.0
Prerequisites: ECE 114 (concurrent)
Corequisites: none
Equivalent course(s): none

Use a checkmark (✓) to rate yourself as follows for each learning outcome		Competent	Learning	None
Competent:	I can apply this outcome without direction or supervision.			
Learning:	I am still learning skills and knowledge to apply this outcome.			
None:	I have no knowledge or experience related to this outcome.			
1.	Examine potential revenue sources.			
2.	Calculate standard expenses.			
3.	Manage a budget.			
4.	Examine outstanding debt recovery.			
5.	Demonstrate strategic financial planning.			
6.	Compose a funding proposal.			

ECE 116 - Leadership Skills in Early Childhood Administration

You will examine the Code of Ethics for child care providers to demonstrate leadership and team building principles in the child care sector. You will advocate for early learning and child care and plan professional development for child care staff. You will research, reflect, and develop a personal leadership action plan.

Credit unit(s): 3.0
Prerequisites: ECE 110 (concurrent)
Corequisites: none
Equivalent course(s): none

<p>Use a checkmark (✓) to rate yourself as follows for each learning outcome</p> <p>Competent: I can apply this outcome without direction or supervision. Learning: I am still learning skills and knowledge to apply this outcome. None: I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Examine Early Childhood Education Codes of Ethics.			
2. Demonstrate leadership principles.			
3. Demonstrate team building skills.			
4. Advocate for early learning and child care.			
5. Plan professional development for educators and administrators.			
6. Develop a personal leadership action plan.			

ADMN 220 - Organizational Behaviour

You will study human behaviour in organizations and develop the skills needed to deal with people at work. Your studies include content on individual behaviour, values, interpersonal relationships and communications, groups and team dynamics, organizational culture, leadership, and change. You will study these aspects of human behavior within the context of diverse formal organizations.

Credit unit(s): 4.0
Prerequisites: none
Corequisites: none
Equivalent course(s): BUS 182

<p>Use a checkmark (✓) to rate yourself as follows for each learning outcome</p> <p>Competent: I can apply this outcome without direction or supervision. Learning: I am still learning skills and knowledge to apply this outcome. None: I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Describe organizational behaviour.			
2. Describe organizational culture.			
3. Discuss diversity in organizations.			
4. Explain how emotions shape our behaviour.			
5. Explain how personality and values influence behavior.			
6. Discuss how perception influences the decision-making process.			
7. Apply various motivational models to improve performance.			
8. Demonstrate effective teambuilding skills.			
9. Use the appropriate leadership style in a situation using leadership theory.			
10. Explain how power and organizational politics relate to performance.			
11. Explain conflict management.			
12. Explain organizational change and strategies to overcome resistance to change.			

ECE 117 - Managing Multiple Early Learning Sites

You will examine the roles and responsibilities of administrators of multiple sites. You will compare multi-site governance structures and demonstrate enrolment and facilities management for multiple child care sites. You will operate multi-site management software, examine strategic management, and develop a strategic plan for multiple child care sites.

Credit unit(s): 4.0
Prerequisites: ECE 111 (concurrent)
Corequisites: none
Equivalent course(s): none

<p>Use a checkmark (✓) to rate yourself as follows for each learning outcome</p> <p>Competent: I can apply this outcome without direction or supervision. Learning: I am still learning skills and knowledge to apply this outcome. None: I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Compare multi-site governance structures.			
2. Examine the roles and responsibilities of administrators of a multi-site facility.			
3. Operate multi-site management software.			
4. Demonstrate enrolment management for multiple sites.			
5. Demonstrate facilities management for multiple sites.			
6. Examine strategic management.			
7. Develop a strategic plan for multiple child care sites.			

ECE 118 - Autism Spectrum Disorder in Early Childhood Administration

You will study autism spectrum disorder and examine and apply strategies for supportive environments for individuals and families. You will manage crisis situations and arrange professional development for staff working with children with autism spectrum disorder. You will research and compose grant proposals to receive funding for spaces that provide care to children with diverse abilities.

Credit unit(s): 4.0
Prerequisites: ECE 110 (concurrent)
Corequisites: none
Equivalent course(s): none

<p>Use a checkmark (✓) to rate yourself as follows for each learning outcome</p> <p>Competent: I can apply this outcome without direction or supervision. Learning: I am still learning skills and knowledge to apply this outcome. None: I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Define autism spectrum disorder.			
2. Examine the structure of supportive environments.			
3. Apply strategies for family support.			
4. Manage safety issues and crisis situations.			
5. Arrange professional development for staff working with children with autism spectrum disorder.			
6. Compose grant proposals for children with diverse abilities.			

ECE 119 - Trauma-Informed Care in Early Childhood Administration

You will examine types of trauma and analyze the neurobiology of traumatic response to stress. You will assess attachment styles and evaluate strategies for trauma-informed care. You will analyze the role of self-care for staff working with children with trauma.

Credit unit(s): 4.0
Prerequisites: ECE 110(concurrent)
Corequisites: none
Equivalent course(s): none

<p>Use a checkmark (✓) to rate yourself as follows for each learning outcome</p> <p>Competent: I can apply this outcome without direction or supervision. Learning: I am still learning skills and knowledge to apply this outcome. None: I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Examine various types and prevalence of trauma.			
2. Analyze the neurobiology of trauma and responses to stress.			
3. Assess attachment styles.			
4. Evaluate strategies for trauma-informed care.			
5. Analyze the role of self-care.			